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Professional Summary

- Professional with an experience of 3+ years in Technical Writing.
- Strong abilities in creating, updating, and interpreting documents with proficiency in designing and developing new documents in conformance to technical specifications and standards.
- Possess a good understanding of Software Development Life Cycle (SDLC) and Document Development Life Cycle (DDLC).
- Planning and development of DITA/XML based authoring and standards like, Customer Style Guides.
- Demonstrated experience in implementing AGILE Methodology.
- Experience in writing all types of documents: End-user Documents, technical documents, User manuals, Trouble Shooting manuals, Reference guides, editing, reviewing etc.
- Proficiency in writing short, crisp and clear instructions and information for technical and non- technical audiences.
- Analysis and production of technical requirements and design and development of documents based on client specifications.
- Project proposal to estimation documentation and development of points of estimations data for resource.
- Handling client meetings.

Project Details

Current Organization: NBT Company (Nov 2019- Till date)

Project: Yes Pay

Roles and Responsibilities:

- Analyzing functional and technical specifications of products, software and understanding documentation requirements.
- Gathering information and technical data from internal technical team and external review team.
- Designing and developing user guide, user manual, release notes and frequently asked questions for internal and external audiences of the company.

- * Working with clients to understand their project requirements, translate them to technical specifications and define them for development and implementation teams
- * Summarizing reports on weekly and monthly basis for consistent review and revision prior to submission to all concerned personnel and departments.
- * Coordinating with other technical writers with regards to preparation and publication of all in-house technical Materials
- * Working effectively and efficiently with managers, Subject Matter Experts (SME), and system engineers to collect the required information to complete the documentation.
- * Performing release audit, final quality control checks, peer quality control checks and delivering the products with the quality and on time.
- * Actively participated in DITA preparation and migration process.
- * Constantly interact with the development team and product research team for a better understanding of the product.

Skills

Agile Methodology	oXygen	XML
DDLC	SDLC	DITA
Adobe Frame Maker	Arbortext Editor	Xmetal

Academic Qualification

- Graduated Bachelor of Technology (ECE) from BVC Institute of Technologies - JNTUK in 2018 with 67%
- Studied Intermediate in Siddhartha junior in 2014 with 67%

Personal Skills

- Willing to embrace new challenges and easily adapt to new environments.
- Able to quickly grasp new concepts.
- Have an abiding passion for learning new software products.
- Good communication and interpersonal skills.
- Ability to easily learn and adapt to new technologies in a short time. I can be a good team player with my best effort in getting the team together.