# Suresh Nair

**Workex Summary:**

* 21 years diversified work experience in Information services
* 9 years experience as Information Services Executive for a leading electrical major
* Articles published in leading newspapers as a freelance writer
* Ability to quickly grasp technical / behavioural teaching points
* Excellent command in both spoken and written English

### Professional Experience:

1. **Freelance idea creator and copywriter for advertising and marketing companies; newsletter editor for various organizations, including ‘R&D Pulse’ for Crompton Greaves and the house journal of Otis Elevator Company (India) Limited; Work on brochures of HDFC, SKF, UTI Bank and other organizations.**
2. **Writing of a book on ‘Corporate Innovation’ for Jain Irrigation Ltd. on freelance basis (ongoing)**
3. **Sr. Executive- Business Writing & Quality Consultant, Helix Business Solutions (June 2010 to Nov 2011)**

***Highlights:***

* Demonstrable skills and rich experience in drafting professional documents in nearly 40 Industries and all management cadres from fresher to top management level combined with a deeper understanding and knowledge of almost all fields and functions.
* Preparing SOPs (Statement of Purpose), Recommendation Letters and Essays for students aspiring to seek admission in foreign universities.

### Performed similar work for Wisdom Mart, New Delhi from Nov 2011 to Mar 2012

**Technical Writer, Bristlecone India Ltd. (Formerly known as Mahindra Consulting Ltd.) (April 2002 to May 2010)**

Bristlecone India is one of the leading organizations in the area of SAP services. Consulting part-time on retainership basis

***Highlights:***

* Identifying the resources with the help of Practice Head, have the profile updated based on the requirement and then forward to the Business Development Manager/Delivery Manager
* Review profiles on a regular basis to highlight and update key activities

**Technical Writer, Glotech Solutions Pvt Ltd.(March 2001 to Jan 2002)**

Glotech Solutions is one of the leading companies in the area of Middleware

***Highlights:***

* Writing User manual, Training manual, Concepts & architecture guide, Reference guide and How to guide
* Material obtained by interacting with developers, attending meetings, and getting the work reviewed

**INFORMATION SERVICES EXECUTIVE Crompton Greaves Ltd.(Feb 1992 to Mar 2001)**

Crompton Greaves Ltd. is one of the leading electrical engineering companies in India

***Highlights:***

* Writing technical product brochures
* Editing house journal
* Conducted several patent awareness seminars for technical personnel
* Managed Central library and information services

**EXECUTIVE- INFORMATION SERVICES Stup Consultants Ltd. (Jun 1990 to Jan 1992)**

Stup Consultants Ltd. is a leading player in the field of civil engineering consultancy

***Highlights:***

* Editing and production of house journal
* Preparation and updation of technical write-ups
* Production of routine and specialized brochures and other publicity material

**PUBLIC RELATIONS OFFICER Scitech Center, Kandivili (Apr 1989 to May 1990)**

Scitech Center is the Research and Development division of Associated Capsules Pvt Ltd.

***Highlights:***

* Production of house journal
* Public relation activities including liaison with the press, academic community, etc.

**Education:**

Bachelor of Engineering (Industrial Electronics)\_S.S.G.M. Engineering College, Shegaon\_1988

Bachelor of Science (Physics)\_S.I.E.S. College\_Bombay University\_1983

**Passions:**

Reading; creative writing;

**Professional Trainings received:**

Facilitation; Instructional Designing; Stock Market Dynamics; Patents; ISO 9000

**Professional Training delivered:**

Understanding what to do and what not on Patents; ISO 9000

**Authored ‘Skills Digest’, a comprehensive workbook written as an enabler for school, college and professional education students to thrive in class as well as in the examination hall; in the process of designing trainings based on the book.**

**Partnered with Sanjiv Bhamre, management consultant in the writing of his book, ‘The Five great myths of career building and how successful careerists debunk them’ published by Macmillan India**