

# Pula Giridhar Gopal

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## Documentation Consultant/Content Editor

- Looking forward for **remote** online tasks only – 24/7 availability
- Work samples upon request
- Remuneration negotiable

[May We Live in Interesting Times]



## My Resume

# Personal Details

**Profession:**

I am a dedicated and professional content specialist with elaborate experience also in editing multilingual translations. My fields are Medical, Insurance, Information Technology, Engineering; Automobiles, Legal & Business, and General.

**Presently engaged in content editing [self-employed]  
I am available for remote work only 24/7**

**Name:** Pula Giridhar Gopal

**Date of birth:** July 12, 1966

**Nationality:** Indian

**Education:** Bachelor's Degree

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**Mobile:** +91 9052885378    **Whatsapp:** +91 9052885378

**Skype:** intl8933@gmail.com

**Location:** Hyderabad, India

# Skills

Medical Content  
Technical Content  
Translation Content  
Editing & Proofreading  
Planning, creating & maintaining content  
Marketing Collateral  
CorpComm Content

# Experience

## Neusoft Corporation

**Location:** SHENYANG, MAINLAND CHINA

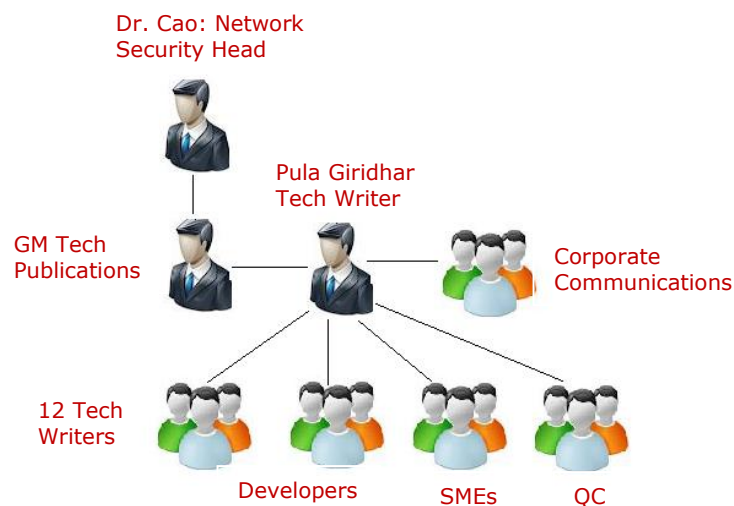
**NEUSOFT CORPORATION** is a leading IT Solutions & Services provider in Mainland China [north-east part near North Korea] with operations spread across the globe. Headquarters in Shenyang, Neusoft offers a wide range of products and services inclusive of Network Security, Medical Imaging Equipment, e-Hospital Solutions, Medical, and Personal Healthcare.

**Designation:** Team Leader [Technical Content]

**Work period:** January 2012 - May 2012

**Department:** Network Security & Firewalls

### How Am I Placed



## Hyderabad Media Television Ltd.

**Location:** HYDERABAD, INDIA

**Hyderabad Media Television Ltd** is located in Hyderabad city, India and provides 24/7 news and related programs in India as well as the United States. The company has an English Department, which provides full range of news programs related to international and national events.

**Designation:** English News Editor

**Work period:** Dec 2010 - January 2012

**Department:** English Department

## Challenge

### [English Desk: ENGLISH BULLETIN]

- Plan, design and create news program scripts and videos
- Write and edit English news-based stories and packages
- Create scripts for voice-overs
- Provide ideas and guide team members on reporting
- Research and analyze and telecast top events on daily basis

## Greatwall Software International Ltd.

**Location:** BEIJING, MAINLAND CHINA

**GREAT WALL INTERNATIONAL** is a reputed software/languages services company in Beijing, China. It is the leading provider of full range language services including Chinese localization for large MNCs, SMEs, SOEs, government agencies, research organizations, academic bodies, and individual professionals.

**Designation:** Business Solutions Manager: Corporate & Technical Documentation

**Work period:** Nov 2008 – Aug 2009

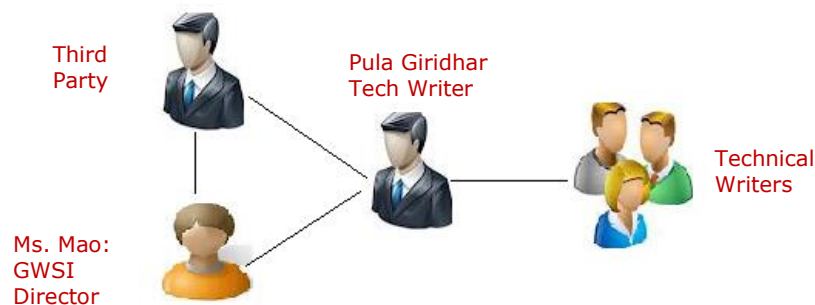
**Department:** Business Development & Marketing

## Challenge

### [Marketing Communications Department: BUSINESS DEVELOPMENT]

- Leading Technical Writing services
- Marketing of Technical Writing services
- Market research & analysis
- Project development
- Internationalization of technical documentation
- Planning and project implementation

## How Am I Placed



## Chengdu Lan-Bridge Translation Ltd

**Location:** CHENGDU, MAINLAND CHINA

**LAN-BRIDGE** is a translation company in Southwest China. It is the leading provider of full range language services for large MNCs, SMEs, government agencies, research organizations, academic bodies, and individual professionals.

**Designation:** Chief English Language Officer - Corporate & Technical Documentation

**Work period:** July 2008 – November 2008

**Department:** Editorial & Marketing

## Challenge

**[English Department: ENGLISH EDITORIAL]**

- Creation of technical manuals
- Editing translated IT & general documents
- English rewriting
- Creation of training content
- marketing presentations

# Maipu Communication Ltd

**Location:** CHENGDU, MAINLAND CHINA

**MAIPU COMMUNICATION** is one of the leading suppliers of data communication equipment in China and in more than 40 countries. Maipu products include routers, switches, and transmission and Network Management Systems.

**Designation:** Manager: Corporate & Technical Documentation, International Business

**Work period:** June 2006 – July 2008

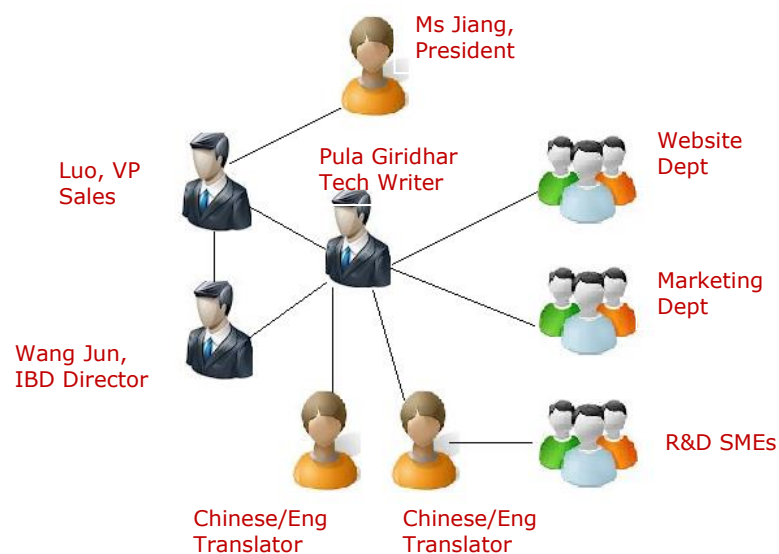
**Department:** International Business Division

## Challenge

### [International Business Department - IBD: Routers, Switches, VoIP, VPN]

- Technical Writing (Product Briefs, Feature Lists, Installation Manuals, Solution Documents, Troubleshooting Guides)
- Document review & testing
- Marketing (Company magazine, Company Profile, Product Catalog, Product Posters, Product Brochures, Product Presentations, Price Comparison Documents)
- Creating scripts for mgmt. speeches/communication
- Newsletters/Customer Catalogs
- Editing of existing documents

## How Am I Placed



# ZTE Corporation

**Location:** SHENZHEN & NANJING, MAINLAND CHINA

**ZTE CORPORATION** is the pioneer of world's telecommunications equipment manufacturing industry. It is a comprehensive provider of telecommunications equipment, mobile terminals, and services.

**Designation:** Senior Technical & Marketing Writer

**Work period:** July 2005 – January 2006

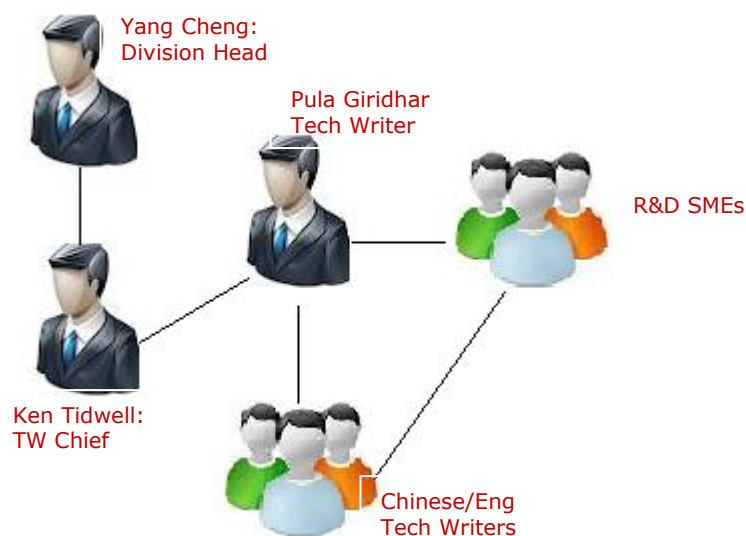
**Department:** Global Research Development Group [Shenzhen & Nanjing]

## Challenge

**[International Business Department: Mobile Technology]**

- Internationalization (editing & rewriting to suit audience)
- Standardization of documentation
- Marketing Documentation
- Compliance to ZTE Documentation Template
- Run documents through technical review
- Update documents as per R&D suggestions

## How Am I Placed



# EBLA Computer Consultancy

**Location:** KUWAIT CITY, MIDDLE EAST

**EBLA Computer Consultancy** is a software company providing services in the area of FileNet information technology with offices in Kuwait (head office), Qatar, UAE, Egypt, Jordan, and Saudi Arabia. The company provides customized FileNet solutions, and consultancy services.

**Designation:** Senior Technical Writer

**Work period:** March 2004 – July 2005

**Department:** Kuwait National Petroleum Company, Mina Abdullah oil refinery [Kuwait]

## Challenge

**[Document Management Department: FILENET]**

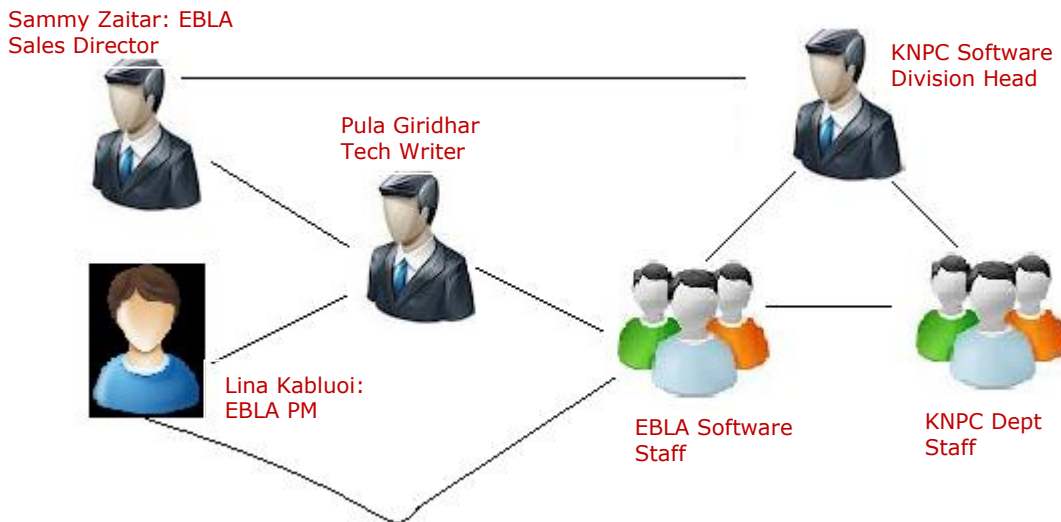
- Technical Writing
- Organize document reviews
- Document review & testing
- English editing & proofreading
- Online Help
- Standardization of documentation for international markets

### **Documentation done for other customers:**

- Dubai Municipality (UAE)
- Inter-Arab Investment Guarantee Corporation (Kuwait)
- Ministry of Justice (Kuwait)
- Ministry of Defense (Kuwait)
- Qatar Petroleum (Qatar)
- Aayan Leasing and Investment Company (Kuwait)
- Mobile Telecommunications Co (Kuwait)



## How Am I Placed



## Intoto Software India Pvt. Ltd.

**Location:** HYDERABAD, INDIA

INTOTO is the leading provider of security software for enterprise networking equipment and CPE gateways, and small to midsized enterprise installations. Intoto turn-key software products deliver a suite of integrated security, gateway convergence functionality, enabling OEM and ODM partners to rapidly and cost-effectively address strategic growth markets.

**Designation:** Senior Technical Writer

**Work period:** Aug 2002 – February 2004

**Department:** Technical Documentation Team

## Challenge

**[Technical Writing Department: Firewalls]**

- Plan, design and create technical content
- Organize document reviews with SMEs
- Document review & testing
- English editing & proofreading
- Migration from printed to Online Help
- Standardization of documentation

## General Electric (Hyderabad, India)

**Location:** HYDERABAD, INDIA

GE Industrial Systems provides equipment and services to more than 120 countries. GE provides a wide assortment of integrated equipment and software systems to for safe and reliable industrial applications.

**Designation:** Technical Writer

**Work period:** June 2000 – April 2002

**Department:** Power Management Control Systems

### Challenge

[Project Management Department: INDUSTRIAL & POWER SYSTEMS]

- Create & maintain printed documentation
- Create & maintain online help
- Test documents for English quality
- Newsletter
- Create/edit content for quality such as ISO 9001, CMM and Six Sigma
- Patents literature for GE electrical fuses

## Editorial Experience

**Senior English Editor** for three English newspapers in India (1989-2000):

- Deccan Chronicle
- Newstime
- AP Times

Editing, rewriting, proofreading, and designing International, National, Editorial, State, and City pages. Stories handled originated from:

- News agencies such as PTI, UNI, Reuters, AFP
- State correspondents
- City correspondents
- Special correspondents
- Editorial write-ups