PARTHIBAN P

rp.paarthi@gmail.com   +91 9791715196

Profile

An analytical and detail-oriented undergraduate having a strong background in writing with excellent editing and proofreading skills, exceptional written communication skills seeking to take my next career step with respected organization.

Technical Qualification

Completed **Diploma in Technical Writing** from Poke Yoke Technologies Pvt. Ltd.

Extensive knowledge in tools:
- ❖ MS Word
- ❖ Snagit
- ❖ Camtasia
- ❖ Adobe RoboHelp
- ❖ Adobe FrameMaker
- ❖ MS Visio

Work Experience

Production Editor
Scientific Publishing Services Pvt. Ltd., 06/2017-present
- Managing qualities and conducted final editing of the technical documents before released for publishing.
- Collaborating with subject-matter experts to gather information, identify relevant data and audiences.
- Experienced in handling quality assurance tool developed internally to analyse the quality of the documents.
- Prepared final sign-off on projects before released for publishing.
- Performed quality assurance, drafted, and edited projects, and other deliverable documents for content, grammar, and style.

Data Content Researcher
MyDreamEntry Pvt. Ltd., 05/2013-02/2017
- Reviewing and verifying documents for researching content and providing in input for the profiles.
- Collaborated with subject-matter experts (SMEs) for digitalizing the documents.
- Ensure the technical documents for completeness, format, and compliance with contract requirements.
- Learned technical issues in details by collaborating with technical staff and product teams during the development process of products and equipment.

Project Description

Outlook on the web is a web-based email service that provides almost the same functions as Outlook, including sending and receiving emails as well as managing address book, contacts, and schedule. With this service, you can organize, communicate and online-share, as well as the ability to read rss feeds from popular websites. Webmail also includes advanced search capabilities and task management functionality.

Prepared user manual and online help for Outlook on the Web App.

Educational Qualifications

Bachelor of Engineering
Major in Electronics and Communications Engineering, 2011

Higher Secondary School, 2007

Professional Skills

- ❖ Management
- ❖ Problem solving
- ❖ Training
- ❖ Quick learning

Software Skills

- ❖ XML
- ❖ HTML

Declaration

I hereby solemnly solicit that the above furnished information is true to the best of my knowledge and belief.

Place:
Date: (*PARTHIBAN P*)