

# HIMANSHU GUPTA

TECHNICAL DOCUMENTATION WRITER

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☎ +91- 9555-776-223

## PROFILE SNAPSHOT

I've earned the combination of writing & presentation skills from 8 years of working experience, which makes me a proficient resource for an organization as an Technical Documentation Writer.

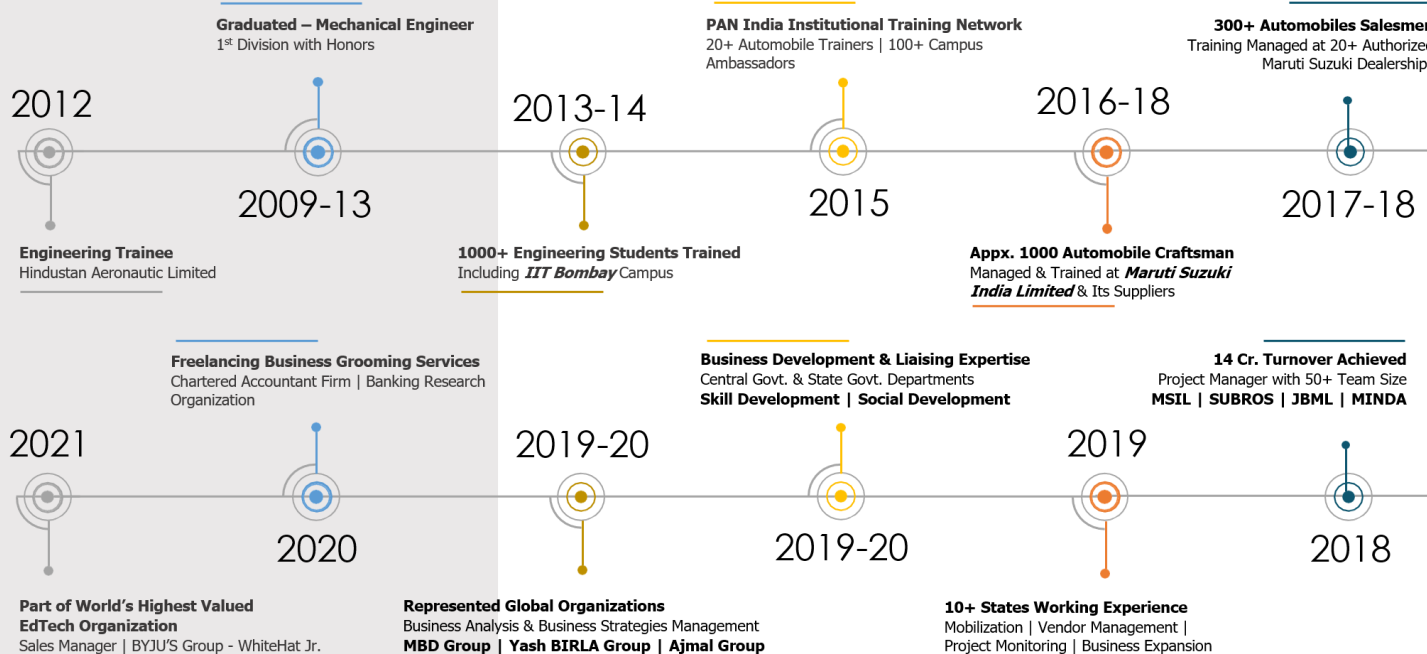
💡 **Soft Skills:** Proficient communication, strong presentation skills, and Innovative problem-solving attitude.

💡 **Writing Skills:** Preparing system & user manual, Policies along with QA documentation, Technical & Financial proposal development, Budget planning, Detailed project report, Business presentation, and developing electronic content.

## OBJECTIVE

I'm a multifaceted professional targeting opportunity as a **Sr. Technical Documentation Writer** with an industry/ organization of repute.

## MILESTONES ACHIEVED



## OPERATIONS MANAGEMENT HIGHLIGHTS

 Max. Client Locations Managed 18	 Maximum Team Size Managed 50+	 Maximum Manpower Managed 1000+
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## KRA HIGHLIGHTS

- Industry Training Operations Mgt
- Business Analysis & Development
- Training Content Planning & Delivery
- Process Report Documentation



## **CORE COMPETENCIES**

- Verbal & Written Communication
- Interpersonal and consultative skills
- Facilitation skills
- Analytical thinking & problem solving
- Being detail-oriented and capable of delivering a high level of accuracy
- Organizational skills
- Knowledge of business structure
- Stakeholder analysis
- Requirements engineering
- Costs benefit analysis
- Processes modeling
- Understanding of networks, databases and similar technology



## **SECTORS & INDUSTRY**

- Skill Development Sector
- Automobile Sector
- Institutional Education Sector
- Online Edu-Tech Sector



## **ADDITIONAL SKILLS**

- EOI/RFP Research
- Tender filling
- Business liaising
- PPT Development
- Competitor Analysis
- Digital Marketing
- Profile Grooming
- MIS & Data Management
- Training Planning & Delivering

## **WORK EXPERIENCE**



**WhiteHat Education Technology Pvt. Ltd.** – Coding Curriculum Mapping Manager  
October 2020 – Present

Explored an aggressively progressive working culture as a manager, where performed several work roles as per the need toward company business:

- Lead generation and slot booking for product demo
- Curriculum mapping according to student's caliber & potential
- Student counselling for enrollment – Sales & revenue generation



**UNIPRO Multi Associates Pvt Ltd**  
Manager Business Content Development  
April 2018 – September 2020

The major role was to develop the technical content to fulfill the need of training agencies associated with the firm. KRA:

- User manual documentation
- System & user manuals
- Technical subject wise book development & certification
- Detailed project analysis report development



**Indian Institute of Skill Development**  
Project Manager Industry Training  
September 2016 – March 2018 – **Maruti Suzuki India Limited**

Complete project management of automobile manufacturing and sales training. KRA:

- Yearly business progression planning & analysis
- Client's need identification & Business framework designing
- Business pitching, liaising, and development
- Project planning & implementation (Automobile Industry based Training)
  - ✓ Production & Assembly Craftsman Training
  - ✓ ToT, Engineering Process, & Management Development Training
  - ✓ Sales Training (Arena Sales Showrooms)
- Performance review planning & presenting to board members & client
- Curriculum planning & development
- Weekly manpower rotation management & payrolling management
- On floor OJT & Multiskilling management
- Business fund rotation planning and no financial crunch assurance



**Freelance: Corporate Training & Operation Management**  
February 2015 – September 2016

Training Specialties: Soft-Skills, Campus to Corporate, and Process Training



**Metawing Technologies (P) Ltd** – Asst Manager Training Ops  
October 2013 – January 2015

KRA: Management support into **Business development**, Advertising, Training operations, Training resource, along with delivering the technical training sessions and training workshops in the engineering colleges.

## **DECLARATION**

I hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge.

City: Delhi/NCR

Signature: