

Sai Kiran

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Profile Summary:

I am an **Engineer** with a total of 6+ years of work experience primarily in **Technical Writer** for Technical Documentation (Technical Service Manual, Operators Manual, Instruction Manual, Software Configuration Guide & Online help) of **Heavy Engineering, Power, Automobile, IT Product** and **Design Engineer** for **CAD CAM**.

I have independently handled & Co-ordinated Project Technical Writing and Designing. Currently seeking an opportunity to work in a globally competitive organization where I can exercise innovative thinking and use my acquired skills to obtain twin benefits of job satisfaction and professional growth.

Synopsis:

- A versatile thinker with the ability of getting the workflow streamlined and creating a team work environment to enhance productivity. Ability to work on multiple complex projects simultaneously.
- Strong verbal and written communication skills for relationship building with Client.
- Enthusiastic, energetic, adaptive, diversified, high level proactive responsibility and accountability with well-planned solutions to the challenges with a motivation to succeed and move forward.
- Expertise in planning & organizing the project schedules. An effective communicator with excellent relationship management skills and strong analytical, problem solving & organizational abilities. Skills in conceptualizing and effective process initiatives to enhance efficiency and productivity.
- Proficient in maintaining the overall operations for executing project involving scoping, design, resource mobilization, execution.

Core Competencies:

Technical Writer

- Hands on experience in **DITA, PLM** (Team Center, Windchill), **PDM, DDLC, XML, SDLC**, Arbor text Editor, Frame Maker, RoboHelp, Dream Weaver, SnagIT, Camtasia Studio, Adobe Photoshop, Adobe Illustrator, IsoDraw CAD process, Teamcenter, NX, MS Visio, SAP.
- Experience in organizing, developing and composing compiled information, Configuration Guides, Installation Guides, Technical documents, Service bulletins and Training manuals.
- Experience writing end-user **Installation Manual, Product Documentation, Service Manual, Operator Manual, Standard of Process, User Guide, Parts Catalogue and Online Help**.
- Good understanding of **Automotive System, IC Engine, Substation Automation Gateways, Power Trains, After Sales** and **Simplified Technical English**.
- **Proof reading, SLA and Quality check** as per client standards and delivery within time frame.
- Coordination with SME's and stakeholders from different geographical locations.
- Responsible for work execution starting from understand requirements, input receive, planning and task allocation, solve technical queries, quality check and delivery.
- Communicate project progress to Client and Management through meetings and status updates.

Design Engineer

- Excellence in **CAD CAM, Creo, NX, Team Center, Wind-chill, PDM, and GD & T**.
- Developing the conceptual design of new components entailing drawings & specification study, quotation enquiry study & finalization, schedule for development.
- Reviewing the designs, performing the final checking and release of engineering drawings.

Work Experience:

General Electric – GE Power

(Adarsh Solutions Pvt. Ltd. Payroll)

Designation – Senior Technical Writer
date.

From – January 2018 to till the

Projects Handled:

GE Grid Solutions – Substation Automation Gateways

Role: Senior Technical Writer.

Tools: Frame Maker, RoboHelp, Dream Weaver, SnagIT, Camtasia Studio, PLM, Adobe Illustrator, Photoshop, MS Office Suite 2013, VM Ware.

Job Responsibilities:

- Interacting with Design, Development and Validation team for inputs and preparing the Hardware, software, Instruction Manuals and product related specs.
- Analyze and update all the **Ordering Guides, API Documentation, Configuration Guides, Service Manual** and **Quick Start Guide** as per current revision and necessary changes marked by Architects.
- Preparing the Brochures and Guide Forms for sales team for their upcoming product releases.
- Copy editing, Proofreading, Document Control, Retrieval & Archival Support.
- Revision and changes to the existing Manuals, Product Bulletins, Operation and Training, SOPs and other templates.
- Working on PLM tools like 1Source and Confluence to process documents for the Cincinnati Service.
- Collaborating with stakeholders for after sales process, requirement analysis and process mapping.
- Designed and update process documents like **Approach, Standard of Process (SOP) and Standard Testing Procedure (STP)**.
- Reviewing and validating process documents and maintained in share point for IT product like **SAP** and **GE Internal Web services**.
- Managing document inventory for Production and Disaster Recovery Environment.
- Working with the Global Translation Team and sharing the single sourcing procedures to generate the corresponding outputs.
- Preparation of Interactive Electronic Technical Manuals (IETM) for Grid Automation products and Binder Set Documentation in an Agile Environment.

Cyient Ltd, Hyderabad.

Designation – Technical Writer

From – May 2014 to December 2018

Cyient provides solutions and services to major manufacturer of Aero, Agriculture, Construction, Forestry, Engines and Drive train used in heavy machinery and lawn care equipment.

About 3 years 7 month of working experience as independently and also Group lead to coordinate the team members to complete the project.

Projects Handled:

John Deere Technical Publication Team (TIAC).

Role: Technical Writer.

Tools: DITA, XML, SAP, Arbor Text Editor, Frame Maker, Adobe Photoshop, IsoDraw CAD Process 7.3, Creo Parametric 3.0, Creo View, Windchill, WISE and Team center.

Job Responsibilities:

- Worked for After sales serviceable spare parts across all John Deere Factories in Mannheim and Pune.
- Estimation and planning for work packages and resource and on time delivery after quality check.
- Implemented automated systems to check spare parts catalog stories.
- Communicating with client about upcoming project, ongoing project, issues & queries etc.
- Planning and carryout trainings for new resources.

- Creation and update of Illustrated Parts Catalogue for John Deere products (Utility Tractors and Hay Forage) using different tools like Adobe Illustrator, IsoDraw CAD Process 7.3, SAP, Arbor text Editor, Creo Parametric 2.0, Creo View, Windchill.
- Identification and elimination of wastes through Value Stream Mapping.
- Leading, mentoring and monitoring the performance of team members to ensure efficiency in meeting the objective.

Self-Intern / Free Lancer

From – July 2012 to January 2014

Responsibilities:

- Learned and explored about the 4-Stroke and 6-Stroke engine overhaul.
- Capable of working with Kirloskar and JCB engine overhaul.
- Provide adequate advice to students with the help of workshops and projects.
- Achieved a good experience of working in service fields and remote areas.
- Provide outstanding solutions to students and field operators regarding service to their existing machines.
- Procure & Keep all the essential special tools to maintain the accuracy and to stabilize the reliability, perform the jobs as a professional, and Restore the equipment's.
- Prepare the Thesis for different working modules like Turbo, Internal Exhaust Gas Recirculation (IEGR) and EGR and provide solutions for students and lecturers.
- Communicate with the OEMs R&D to discuss about the latest technologies embedded for the different stages like BSiii and BSiv and possible improvements over projects.

Academic Qualifications

- **M.Tech.** in CAD/CAM from Jawaharlal Nehru Technological University Hyderabad in 2016.
- **B.Tech.** in Mechanical Engineering from Jawaharlal Nehru Technological University Hyderabad in 2012.

Achievements

- 1st Employee to achieve the Client Champion Award from John Deere.
- Recognized as Associate of the Month for 4 times for my department.
- Recognized as BEST player for BEST base certification.
- Pat on Back received from client as well as from my employer.
- Played a major role in clearing 90% of New Product Development.
- Lead of the group which cleared all the backlogs, received 9 Team of the Month for the same.

Personal Information:

Date of Birth : 20th July 1991
Father name: Mr. Mallesh A
Gender : Male
Nationality : Indian
Language Known : Hindi, English & Telugu
Marital Status : Un-Married
Place to Issue : Hyderabad
Present Address : Q.No. 852/A, BHEL Township, Ramachandrapuram,
 Sangareddy Dist, Telangana - 502032

I hereby declare that all the above information is authentic as per my knowledge.

Date:

Place: Hyderabad

(Sai Kiran A)

HOPING FOR EARLY RESPONSE FROM YOUR SIDE