

# CURRICULUM VITAE



**IRSHAD ALI NASIR**

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Bangalore, India

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## **Career Summary**

Analytical and detail-oriented Technical Writer, having vast experience in rendering technical details into readable/usable documentation. Strong background in writing with excellent editing and proofreading skills, exceptional written communication skills; can work independently or in a team environment.

## **Objective**

Equipped with 11 years of experience as a Technical Writer/Editor/Content Writer, I am seeking a challenging Lead position, which will allow me to apply my writing skills to deliver effective communication products.

## **Technical Training**

- ✚ **Technical Writing Course** from M/s. IQTI (Integrated Quality Training Institute), Bangalore.  
<http://www.iqtiedu.com>
- ✚ **Cybersecurity and Its Ten Domains** by University System of Georgia on Coursera  
<https://www.coursera.org/learn/cyber-security-domain>

## **Professional Experience**

### **1. Senior Technical Writer | M.H. Alshaya Co. W.L.L | Kuwait | Dec 2013 - Present**

#### **Key Responsibilities:**

- High-level writing and editing skills; an ability to convey complex ideas in a clear, direct, and lively style
- Creating online product documentation alongside regular project documentation (SRS, Technical Documents, Release Notes, User Manuals, and so on)
- Excellent interpersonal communication skills with the demonstrated ability to observe a process and translate observation into specific process steps.
- Experience working in an Agile development environment
- Excellent communication skills, including rules, composition, and grammar
- Strong analytical, planning, researching, information gathering, organizational, and time management skills
- Adapt quickly to new tools, processes, and projects

#### **Skills and Tools:**

Technical Writing, Document Controller, Agile, Web Content Management, MS Office, TortoiseSVN, Visio, Dokuwiki, JIRA, SnagIt

#### **Achievements:**

Recipient of the “be Alshaya” award in 2015

## 2. Senior Technical Writer | ABB - GISL | Bangalore, India | Oct 2011 – Dec 2013

### Key Responsibilities:

- Create, update, and maintain all application manuals for the RobotWare release
- Ability to communicate clearly, confidently, and effectively, both verbally and in writing
- Ability to organize technical information for on-line help and print documentation
- Experience working in Agile environment
- Engage in peer-review and edit-review of documents
- Collaborate with the global engineering and documentation teams
- Good knowledge of DDLC, SDLC, MSTP, and Chicago Style Sheet

### Skills and Tools:

Technical Writing, DITA, Agile, MS Office, SharePoint, Skribenta, Visio, SnagIt

## 3. Senior Technical Writer | AtoS (SIEMENS) | Bangalore, India | Oct 2006 – Oct 2011

### Key Responsibilities:

- Analyze requirement specification documents and design documents to create end-user deliverables
- Develop, update, and maintain Product Installation Manual, Linux Installation Manual, Online Help, Release Notes, Master Data Templates and Reference Manual for Master Data Templates, Workflow Manual, Troubleshooting Manual, and Update Instructions
- Engage in peer-review and edit-review of documents
- Deploy and maintain the product build for the Documentation team

### Skills and Tools:

Technical Writing, MS Office, SharePoint, RoboHelp, Visio, SnagIt, XML

### Achievements:

Recipient of the “BEST INNOVATIVE EMPLOYEE” award in 2010

## 4. Technical Editor | Macmillan India Limited | Bangalore, India | Sep 2004 – Oct 2006

### Key Responsibilities:

- Online copyediting, proof reading, and master copying (Author queries are entered into centralized database)
- Plan, edit technical reports and oversee preparation of illustration, photographs, diagrams, and charts
- Reading and editing of Scientific Journals against Standard Customer specification
- Check and verify all graphics, figures, listings, tables, and other non-text items
- Ensured the work meets market and audience goals

### Skills and Tools:

Technical Editing, XML, HTML, MS Office, SharePoint

### Personal Details

Sex, Date of Birth : Male, December 16<sup>th</sup>  
Languages Known : English, Arabic (learning), Hindi, Kannada, Urdu, and Tamil  
Passport Number : G3470051

Date: October 26, 2015

Place: Kuwait

(IRSHAD ALI NASIR)