

TOC

About this Document	3
Introduction	4
Work Experience	5
Technical Writer	5
Company Information	5
Task	5
Professional Strengths	6
Achievements	6
Point of Contact	6
Project Engineer Trainee	6
Company Information	6
Task	7
Achievement	7
Point of Contact	7
Skills	8
Soft Skills	8
Technical Skills	8
Personal Details	10
Education	10
B.Tech	10
Intermediate	10
Language	10

Interests	11
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About this Document

The intent of this document is to give potential employers knowledge about past experience and skills.

Introduction

Two years of experience in technical documentation, enabling users to understand and explore the full potential of cloud-based enterprise software driven by advanced technologies.

Work Experience

Technical Writer	5
Company Information	5
Task	5
Professional Strengths	6
Achievements	6
Point of Contact	6
Project Engineer Trainee	6
Company Information	6
Task	7
Achievement	7
Point of Contact	7

Technical Writer

Company Information

- **Company** - HCL Technologies Ltd.
- **Client** - Honeywell Technologies Ltd.
- **Experience** - Two years.

Task

1. Migration of the legacy documents from PDF to Madcap Flare and Confluence.
2. Create and update different guides for the product **Uniformance Asset Sentinel**.
3. Write easy to understand user documents on topics such as **Installation, Configuration, Troubleshooting, Security Considerations** and **Software Change Notice**.

4. Work with internal team to obtain an in-depth understanding of the product requirements through product and sprint demos, Jira and scrum meetings.
5. Analyze existing and potential content, and identify necessary updates.

Professional Strengths

1. Ability to work independently and effectively collaborate in a virtual environment - initiating discussions both within and outside the extended team, resolves issue and escalates issues when required.
2. Ability to interact with Subject Matter Experts and Coordinate the reviews.
3. Excellent knowledge of **Software Development Life Cycle (SDLC)** and **Document Development Life Cycle (DDLC)**.
4. Have good patience in learning new technologies and good analytical abilities.
5. Proven multi-tasking skills and ability to work efficiently on multiple projects within strict deadlines.
6. Knowledge of various style guides including Microsoft Style Guide (MSTP) and company-specific style guides.

Achievements

Received **ERS Champion Award** and **Spot Awards** for different quarters.

Point of Contact

- **Syed Haseeb Ahmed** - 8861452859.
- **Sreelakshmi V** - srilakshmiv12@gmail.com

Project Engineer Trainee

Company Information

- **Company** - Arctic Cooling Solution India Pvt. Ltd.
- **Experience** - One year.

Task

1. Perform heat load calculation, equipment selection, system layout and field investigation.
2. Create structural layout of project using AutoCAD 2D software.
3. Ensuring project work is undertaken in accordance with quality standards.

Achievement

Completed two cold room storage facility construction under my supervision.

Point of Contact

Ramil Raj - 8589055514

Skills

Soft Skills	8
Technical Skills	8

Soft Skills

Following are the different soft skills I have achieved:

1. Communication Skill.
2. Teamwork.
3. Problem Solving.
4. Project Management.
5. Leadership.

Technical Skills

Following are the different technical skills I have achieved:

1. Technical Writing
 - a. Madcap Flare
 - b. Confluence
 - c. Adobe Dreamweaver
 - d. Adobe Framemaker
 - e. Arbortext Editor
2. Computing
 - a. MS Office
3. Computer-aided Designing

- a. AutoCAD
- b. CATIA
- c. SolidWorks

Personal Details

NAME : VISHNU MANOJ

GENDER : MALE

CITY : KOZHIKODE

FATHERS NAME : MANOJ KUMAR M P

MOTHERS NAME : SOBHA MANOJ

Education

B.Tech

- Course - Mechanical Engineering.
- University - Visvesvaraya Technological University (VTU).
- College - Brindavan College of Engineering, Bangalore.

Intermediate

- Course - Maths, Physics, Computer Science (M.P.C).
- Education Board- Central Board of Secondary Education (CBSE).
- College - Rani Public School, Vadakara.

Language

Following are the different languages I have proficiency in:

- **English** - Full Professional Proficiency.
- **Malayalam** - Native or bilingual proficiency.
- **Tamil** - Full professional proficiency.
- **Hindi** - Limited working proficiency.

Interests

Following are the different interests I possess:

1. Music
2. Cooking
3. Drawing
4. Games
5. Puzzles
6. Traveling