#7, Green Harvest Condominium,

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SAYED SHAHIDA long, thin rectangle to divide sections of the document

Creative and dynamic writer experienced in technical documentation, editing and content management. Aiming to engage in projects where my knowledge and skills can be applied for producing high quality content, and work towards achieving collective excellence.

# KEY SKILLS

* Documentation & editing for online and hard-copy publication
* Proficient in written and verbal communication
* Experience in Publishing and authoring tools
* Experience in writing and editing corporate, technical , academic and general content
* Documentation design like User guide, technical documents and product writeups
* Proficiency in Microsoft Word, Illustrator and LibreOffice; reviewing and managing various content along with editing
* Knowledge of SEO practices and demonstrated ability to create quality content as per project requirement along with familiarity with content management tools.
* Well-acquainted with various writing styles such as MLA, APA etc.
* Multitasking and ability to work on complex projects within deadlines
* Proven ability to work independently with minimum supervision

# TECHNICAL PROFICIENCY

* Research writing, technical publication, copy editing & review, scientific & creative writing, teaching/training, software & simulation, engineering.
* Authoring and content management – Publisher, XML editor, Presenter, AuthorPoint, Contributor, Adobe Acrobat, InDesign
* Applications – Robohelp, MATLAB, MS Office, Visio, Adobe Indesign, Framemaker, Notepad++, Dreamweaver, SharePoint, Libre Office, DITA, Online design tools
* Operating System – Windows, Linux
* Languages - English, Hindi, Urdu, Sanskrit

# PROFESSIONAL EXPERIENCE

Currently Working with Honeywell Inc. as Sr. Technical Writer

Dec ’19 – Present

* Technical Documentation for Honeywell Building Technology solution equipment (Online & Print)
* Product (Hardware & software) Content management and updates, rework, marketing, sales and technical documentation
* Create and review product datasheets, release documents, brochures and infographics

Kaseya Software India Pvt Ltd–*Content Specialist*

May 2019- Sep 2019

* Copy editing for technical and marketing publication
* Creating core content and publishing through CMS
* Video script writing for Kaseya products
* Writing datasheets and technical documents for Unitrends
* Whitepapers, blogs, mailers creation for Unitrends

Blue Chip Computer Consultant–*Technical Writer*

March 2018 – April 2019

* Technical documentation and editing – ISDD, TDD and MP
* Conceptualization & review of functionality documents for system enhancements
* Editing & proof-reading technical and marketing documents for client projects
* Reviewing marketing campaign and sales documents
* Technical Content Management and functionality content development
* Marketing and Internal Communication collaterals edit and design
* Weekly workshops on corporate communication and documentation

## Kreatio Software, Bangalore *— Writer*

February 2017 – October 2017

* Creating, revising, editing and proofreading text content for websites, blogs, business collaterals (Brochures, Catalogues, white papers), case studies and advertising material
* Working closely with various teams to produce quality content in terms of technical clarity and SEO
* Complete content creation and review (Webpages, Mailers, landing pages, help-texts, FAQs) for new product development
* Engage with corporate communication and marketing teams to set effective campaigns & creating content to target marketing areas & businesses.
* Collaboration with design team for creating and reviewing various content for the company

## Virgo Aluminum Ltd, HP *— Plant Engineer*

June 2011 - May 2012

* Analysis & optimization of production process, annealing units, rolling mills.
* Equipment management and machine analysis
* Report writing, process optimization, Energy conservation analysis
* Power system maintenance, manpower management to carry out orders.

# Short-term Projects

Avi Solar Energy Pvt Ltd – *Marcom Manager*

November 2017- February 2018

* Editing and designing product Collaterals for solar plant monitoring system using Canva, Adobe Indesign and Coral (Brochures, Flyers, Editing, campaign management)
* Product release and technical documentation (Product catalogue, release document designing, online & offline publishing collaterals)
* Content management with SharePoint, and Contributor

Remo Software Pvt LTD – Technical Writer

September 2016- January 2017

* Review and edit product pages for technical clarity
* Developing and updating instructional content for Data backup products
* Webpage optimization and SEO operation. Working in coordination with technical and graphics team to make SEO friendly content
* Handling content development responsibilities as per project requirements

# EDUCATION

## RGPV, Bhopal *— M Tech (Power Electronics)*

Oct 2012 - Dec 2015

**Thesis** - Design and simulation of Shunt Active Power Filter for mitigation of harmonics and power quality improvement.

Result - CPI 7.9

## RCET, Bhilai *— B E (Electrical Engineering)*

Aug 2007 - May 2011

**Thesis** - Modeling & simulation of practical integrator and Dc-Dc converter using Simulink

Result - CPI 6.9

# ACADEMIC PUBLICATIONS

* Design and simulation of shunt active power filter for reduction of harmonics, aspects of harmonic disturbance, and their implementation in power quality improvement – ISNN:2347-4718, International Journal of Technological Research and Training
* Hybrid Active Power Filter design with simulation to suppress harmonics and control power quality – IJATSER Vol 1 Issue 3
* Excitation of field winding of synchronous machines through boost converter based solar power system – NCARDIST, 6th national conference on advanced research and technology

# Reference links

Product writing for Netthrob and Emailifly tool content (Landing pages, Help text, Error messages, System generated mailers, newsletters etc.) other mailers, brochures and promotional content. Netthrob; website monitoring tool (tool text, error messages, help text, FAQ, system generated mailers, landing pages, marketing material &amp; communication material.

* [www.bcinformatics.com](http://www.bcinformatics.com)
* <https://www.bluechipsw.com/blog/blog/downloads/SAP_byDesign.pdf>
* <https://www.bluechipsw.com/blog/blog/downloads/Magento_eCommerce.pdf>
* <https://www.netthrob.com/>
* [www.emailifly.com](http://www.emailifly.com)
* <https://in.pinterest.com/netthrob/boards/>
* <https://www.youtube.com/channel/UCchlDhFilhPiv9JcngUXQDQ>
* <https://medium.com/@Netthrob>
* <https://www.facebook.com/Netthrob/>
* <https://www.facebook.com/Webnish/>
* <http://blog.avisolar.com/new-trends-in-solar-plant-monitoring/>
* <https://www.remosoftware.com/remo-optimizer>
* <https://www.remosoftware.com/remo-recover-windows-basic>
* <https://www.remosoftware.com/remo-repair-mov>