

**Anjil Mulla**  
**Bachelor of Engineering**

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### Professional Summary

- 2.10 years of work experience in documenting software products and services in aerospace field.
- Experience in all phases of planning, research, development, writing, and delivery of collateral for various industries following Waterfall & Agile methodology.
- Skilled in executing **end-to-end documentation projects** involving scheduling & negotiation with clients and balancing work distribution to meet deliverables.
- **Problem solver with a passion for technology** with skills in authoring Tools like MS Word, RoboHelp, Adobe FrameMaker, Adobe Captivate & Snagit.
- Proficient in liaising with Project Teams including Business Analysts, Content Developers, Graphic Designers & Subject Matter Experts to understand requirements, clarify the issues, and facilitate seamless operations from research to finalization of content.
- Core competency in authoring technical documents using Adobe RoboHelp.
- Completed Foundation Program in Technical Writing from Blue Dots Consultancy Services.

### Expertise

|                                |   |
|--------------------------------|---|
| <b>Documentation Tools</b>     | Microsoft Word, Adobe FrameMaker, Adobe RoboHelp, Madcap Flare, Arbortext Epic Editor, Adobe Photoshop, Adobe Captivate, Snagit |
| <b>Documentation Knowledge</b> | User manual, Installation manual, Online help, & Release notes  |
| <b>Documentation Standards</b> | MSTP  |
| <b>Others</b>                  | SDLC, DDLC, DITA, XML   |

### Professional Journey

**Capgemini Consulting, Bangalore**

**Senior Technical Author**

**Nov 2017- June 2020**

**Software tools used: Adobe RoboHelp, MS Word, Epic Editor, MS Word & Snagit**

**Responsibilities**

- Analyzing and validation of various engineering and technical documents to understand the requirements for documentation.
- Creation/writing of user documentation for the products of a Business Unit (BU) in accordance with deadlines, quality standards and budget.
- Creating and revising concepts and tasks in Aircraft Maintenance Manual (AMM), Aircraft Illustrated Parts Catalogue (AIPC), Component Maintenance Manual (CMM), and Structural Repair Manual (SRM).
- Design, develop, and write technically accurate and comprehensive product documentation that adheres to the MSTP standards.
- Co-ordinate with cross-functional teams and the documentation group for updates in the product or the process.
- Working experience on Waterfall and Agile SDLC models.
- Ensure strict adherence to the delivery schedule by planning, tracking, and delivering as per sprint commitments.
- Participate in daily scrum meetings, development design reviews, and documentation reviews.

**Glooint, Bangalore**  
**August 2017- October 2017**  
**Responsibilities:**

- Interview subject matter experts, project managers, paralegals, government personnel, contractors, and vendors, collecting and disseminating information to team members and engineers as needed.
- Create templates, style guides, and standard email replies for use across the enterprise.

### **Educational Records**

| <b>Course</b>   | <b>Institute</b>               | <b>University/Board</b> | <b>Year of pass</b> | <b>Marks/GP A</b> |
|---|--------------------------------|-------------------------|---------------------|-------------------|
| Foundation Program in Technical Writing (Certification) | Blue Dots Consultancy Services | NA                      | 2020                | NA                |

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|------------|--|---------------------------------------|-----------|--------|
| B.E.       | Achutha Institute of Engineering and Technology, Bangalore | Visvesvaraya Technological University | 2012-2017 | 67.3%  |
| PUC (PCMB) | Sri Vaishnavi Chetana PU College, Belgaum                  | Karnataka Board                       | 2013      | 67.2%  |
| SSLC       | Sri Laxman Rao Jarkiholi School Gokak, Belgaum             | Karnataka Board                       | 2011      | 89.28% |

### References

Rajdeep Gupta

Managing Director, Blue Dots Consultancy Services & Former STC India President

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