

CURRICULUM VITAE

NAGARATHINAM C.U

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CAREER SUMMARY

- 2+ years of experience as Technical Writer handling presales proposals, SOW, and user guides.
- Created articles for company and posted in the company official pages and digital Media.
- Technically proficient in MS Office suite (Word, Powerpoint, and Excel).
- Team player, Quick learner, and an eye for detail.
- Excellent communication and interpersonal skills.

EDUCATION

- Bachelor's degree in Electronics and Communication Engineering

WORK EXPERIENCES

OptiSol Business Solutions, Chennai

March 2020- Present

Technical Writer

- Review FDD documents created by Functional Consultants in terms of logical flow of information, proper grammatical use and corporate approved formatting.
- Communicate with other technical writers for improving document quality
- Collaborate with other internal teams to understand the process flow
- Learning and updating the client's requirements and ERP domain process for technical/functional review of contents
- Ensuring that the documents are factually and technically accurate and user-friendly
- Verifying the contents in FDD documents with actual environment for assuring accuracy
- Ensuring effective document and file management across the project
- Attend daily and weekly meeting for understanding the Project's status updates
- Verifying whether all update/customizations made in Client's environment are included in the FDD document

- Performed other duties as assigned

Executive-Presales/Content writer

- Understanding client requirements and creating proposals, SOW, and user guides.
- Have created and maintained clear, understandable technical and feature documentation for internal and external use for clients and other departments.
- Partnered with product designers to work on creation of and documentation of information flows within complex workflows and architecture diagrams from concept.
- Created business articles for including it in the company blogs and digital media.
- Delivered content assets on time and at expected quality to make sure great content is available with the product release.
- Collaborated with internal teams including engineers, product managers and designers on documentation and visual comps and provides input from an information perspective.
- Collaborated with other authors and helps lead others in upholding content standards, processes, and quality
- Evaluating existing content and provide recommendations for changes/rewrite to meet brand guidelines and content standards.

SLogix Private Limited, Chennai

Technical Content Writer

October 2018- February 2020

- Gathered information on specific subjects from existing documentations
- Worked with Subject matter experts for improving the content quality
- Understood different user levels and writes to appropriate level
- Analyzed documents to maintain continuity of style of content
- Managed updates and revisions to the technical literature
- Prepared presentations, flowchart and architectural diagrams, and graphs to go along with technical requirements
- Handled multiple assignments simultaneously while working independently and as team
- Ensured timely delivery of documents with plagiarism-free contents

COMPUTER PROFICIENCY:

- **Business Process tools** : MS word, Excel, PowerPoint, Visio, MS Dynamics D365

PERSONAL PROFILE

Gender : Female

DOB : 09-07-1996

Father's name : Chenbaga Chezhan.C.S

Languages known : Tamil, English

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