

AMANJYOT KAUR

TECHNICAL WRITER

EDUCATION

1. Degree : MA History

**Institution : SVS University,
Meerut**

2018 - 2020

2. Degree : BA

Programme

**Institution : SGTB khalsa
college , Delhi University**

2015 - 2018

3. Degree: Higher

Secondary

Institution : CBSE board

2013 -2015

LANGUAGES KNOWN

- English
- Hindi

PROFILE

Detail-oriented technical writer with 4+ years of experience creating clear and concise technical documentation. Seeking to leverage expertise in writing and editing to contribute to the success of the organization through effective communication of complex technical concepts

WORK EXPERIENCE

1. Name of organization: NLB Services Pvt Ltd.

Tenure: 6March 2024 – 18july 2024

Roles and Responsibilities:

- Created API documents and tutorials.
- Managed documentation projects starting from planning, publishing, and deadlines while maintaining quality.
- I have developed user manuals and training videos for various projects.
- Maintained weekly newsletters, articles, blogs, and various social media platforms. I have also written website content.
- Maintained content marketing calendar to schedule creation and delivery deadlines.

2. Name of organization: Megamind Pvt Ltd

Tenure: March 2023 – May 2023

Roles and Responsibilities:

- Managed documentation projects starting from planning, publishing, and deadlines while maintaining quality.
 - I have developed user manuals and training videos for various projects.
 - Maintained weekly newsletters, articles, blogs, and various social media platforms. I have also written website content.
 - Maintained content marketing calendar to schedule creation and delivery deadlines.
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3. Name of organization: SIEC Pvt Ltd
Tenure: September 2022 – March 2023
Roles and Responsibilities:

- As it was an ED Tech startup I gained experience in document creation and training manuals which included scripted videos as well as training videos and compliance documents.
- My responsibilities also included writing internal announcements, newsletters, and base articles as per the niche of the company.
- Apart from these, I was responsible for writing Intranet content such as Articles, blogs, resource links, etc.
- Writing project plans and creating content calendars for Social Media platforms and print media

4. Name of organization: Cognizant IT Solutions.
Tenure: December 2020 – September 2022
Roles and Responsibilities:

- I started working in this organization as a content editor and writer my responsibility here included creating content for internal consumptions such as user manuals, Employee handbooks, Training materials, etc.
 - Also, I have gained experience in content editing.
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TECHNICAL SKILLS

- Have worked on various tools for formatting and creating documents such as WordPress, MadCapetc.
- As per industry standards know markup languages, HTML, XML, etc.
- Experience with CMS platforms like WordPress.
- Have a basic sense of Video editing by using basic knowledge of tools like Final Cut Pro, Clip Champ, Adobe Premier Pro, Snag IT, etc.
- Ability to transform complex technical information into user-friendly documentation.
- With good communication skills, I can collaborate with SMEs.
- Ability to handle multiple projects and deliver them within the given deadline.
- Have a sense of API documentation procedure and experience working on APIDog, Stoplight, etc.
- Have experience in creating graphics and looped animations with Canva Pro, Adobe Animate, and Blender.

Communication and Soft Skills

- Have hands-on experience in editing and proofreading maintaining the high- quality content.
 - Have a strong ability to errors and inconsistencies in content
 - Ability to work collaboratively in cross-functional teams to gather information and refine documentation.
 - Research capability, analyze complex technical information, and transform it into easily understandable documentation.
 - Willingness and ability to learn new tools, technologies, and industry best practices.
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