

More than  
1500 students  
trained and  
placed

*Prospectus of the*

*Course in Proposal Writing  
Offered by*



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Pune – 411 052, India

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# About Technowrites

Technowrites is a professionally managed company, specializing in technical communication. Since 1994, Technowrites has established its name as a quality provider of Technical Communication services and job-oriented training in the field of technical writing.

## Our Services

Technowrites offers services in:

- ❑ Designing and Writing
  - User Guides
  - Online Help
  - Training Material
  - Technical/Procedural Documents
- ❑ Instructional Design
- ❑ Designing and Developing Computer-Based Training (CBT) & Web-Based Training (WBT)
- ❑ Individual Training in Technical Writing
- ❑ Corporate Training in Technical Writing, Business Communication, and Proposal Writing

## Infrastructure

Technowrites has a state-of-the-art technological setup and a competent team of professionals, belonging to varied fields like engineering, finance, marketing, and management. We work with the latest tools, including Word Editors, Graphic Creation, and Help Authoring Tools. This includes the Technical Communication Suite made available by Adobe.

Our library has a unique collection of books on topics related to:

- Content Writing
- Technical Writing
- Instructional Design
- Communication
- Dictionaries
- Style Guides
- Management
- Programming
- Multimedia
- Graphics Design
- Videos of all lectures of the course

## About the Course

<b>Course Title</b>	Certificate Course in Proposal Writing
<b>Type of Training</b>	Virtual Classroom Model
<b>Course Fees</b>	Contact us for latest prices and special discounts
<b>Course Duration</b>	25 hours

### Overview of Technowrites Online Proposal Writing Course Models

#### PW

Proposal writing is a specialized form of writing that is in demand today. Technowrites has designed this exclusive course for individuals who want to develop Proposal Writing skills. PW CR will train you on core concepts and the process of Proposal Writing. There is a separate module on Project Management to help you get insights into Proposal Writing practices. Moreover, a lot of additional resources are provided with the course to assist you to focus on the topic and enhance learning.

#### PW+AS

PW CR AS is a blend of PW Course and Assignment. Proposal Writing course includes sessions about the basic and advanced concepts of Proposal Writing. You will also get introduced to eTendering features and processes. This package has one assignment to help you evaluate your understanding. You will get expert feedback on the assignment, which will help you further analyze and improve your skills.

#### PW +AS+CT

PW CR AS CT is a certificate program for Proposal Writing course. Proposal Writing is a specialized skill that is in demand today. Proposal Writing course will help you build the essential knowledge and skills of Proposal Writing. This certificate program includes an assignment to give you real-life experience. After successful completion of the course and assignment, you will be awarded a certificate from Technowrites. This certification will help you demonstrate your competency in proposal writing and may help you in job advancement.

For more details visit our website  
[www.technowritesiversity.com](http://www.technowritesiversity.com)

*Note: All public holidays will be applicable as per Technowrites's list of holiday.*

## Course Syllabus

### Subject 1: Core Proposal Writing

- Studying RFPs
- Reviewing RFPs
- Proposal types
- Studying proposal writing process
  - Covering letter
  - Executive summary
  - Technical bid
  - Cost bid
  - Rating scheme
  - USPs
- Reviewing proposals

## Subject 2: Project Management

- Risk identification and mitigations
- Proposal from different point of views
- Meetings and MOMs
- Proposal presentation

## Subject 3: Additional Sessions

- E-tendering
- Use of graphics
- Typical terms of contract (Latin words)
- Legal implications
- List of tools and sites

# What is unique about this course

The following points make this course unique

- The only course conducted by Technowrites based on its 28 years of professional experience and more than 20 years of training experience.
- Course designed by Technowrites, based on its rich experience
- Trained and experienced faculty with real hands on experience (probably the best in India)
- Repeat sessions offered free-of-cost
- Excellent learning content including videos, online quizzes, training booklets, and so on
- Video snippets for features of tools provided for reference
- Includes assignments which are designed based on Proposal Writer's day-to-day work
- Information collection questionnaire with explanation of every question
- Membership of Technowrites Students Group (where lots of updates and job postings are sent.) This will continue even after the course is completed.
- Interview guidance and placements assistance
- Career guidance, career counselling and salary negotiation assistance is provided.
- More than 1500 candidates already placed through Technowrites courses
- Opportunity to work on live projects
- Not biased to any particular language (Listed tools for writing in different regional languages)
- Links to free sources of tools required to become a content writer

## Eligibility

The eligibility for the course models is as follows:

- Graduation in any discipline is recommended. However, undergraduates/diploma holders with adequate work experience can also be considered.
- Good command over the language in which content is to be written
- Comfortable writing in diverse topics
- Knowledge of MS Windows & World Wide Web

## Batch Timing

Virtual Classroom Batch: Flexible Timings

## Application Procedure

Application form should be submitted along with course fees. Payment is to be made by cheque or demand draft drawn in favor of Technowrites Pvt. Ltd., payable at Pune.

- The student has to pay the complete course fees including tax (18%) at the time of taking admission (Installment scheme available)

Payment can also be made via bank transfer or online to Technowrites.

Call us for more information: +91 99232 09602.

## Rules & Regulations

- *Technowrites reserves the right to refuse admission to a candidate without giving any reason.*
- *Technowrites reserves the right to terminate the admission of any candidate if he/she:*
  - *Remains absent for more than two days in any month without a genuine reason.*
  - *Does not complete and submit assignments on time.*
  - *Violates the administrative rules of Technowrites Pvt. Ltd.*
  - *Does not pay complete fees.*
  - *Misuses, tries to decrypt, tries to upload the course material thus violating the copyrights.*

*The course fees will not be refunded.*

## Companies who have hired our students

- Amdocs
- Avaya
- Accenture
- BMC
- CapGemini
- Cognizant
- Tech Mahindra
- Cybage
- Fundtech
- Geometric Software solutions
- gloStream
- Hewlett-Packard (HP), India
- Honeywell Technologies
- HSBC Software Development
- IBM
- Infosys Technologies Limited
- Kenati Technologies
- KPIT Cummins Infosystems
- National Informatics Centre
- Oracle
- Persistent Systems
- SAP Labs
- Siemens 3D PLM
- Sify
- SunGard
- Symantec
- Tata Technologies
- TCS
- MIT College, Pune
- NTT Data
- Tibco
- TechTalks
- Hitachi
- Red Hat Solutions
- Fluxonix Technologies
- Progigo Software
- United Software Association
- Commit Technologies
- System Plus Technologies
- Knowledge Labs
- NICE Software Solutions

- Ecotech IT Solutions
- Reflexis Systems
- Blink Consulting
- Buzzle Software
- Schlumberger
- Juniper Networks
- Fiserv

## Frequently Asked Questions

### **Q. How will I benefit from the course?**

This is a unique course designed by Technowrites to meet the requirements of the industry and supplement its growth. The course is highly job oriented. The course is unique in many ways:

- The training includes many assignments, which are tuned to the real-life requirements of the industry.
- It is ideal for anyone who is looking at mid-career change and additional income, without taking the risk of leaving the job.
- Good training is guaranteed as the course model is designed based on our more than 28 years of professional experience and more than 20 years of training experience.
- The course model is continuously updated to ensure that it is in line with the industry's requirements.

### **Q. What types of jobs are available?**

After completing this course, you start as a

- Content Writer
- Blogger
- Web Content Writer
- SEO Content Writer
- Copywriter

Some of our students are also doing freelancing.

### **Q. Will I get a certificate after completion of the course?**

Yes, on successful completion of the course, you will get a course certificate from Technowrites Pvt. Ltd.

### **Q. Is this course affiliated to any university or any other educational institute?**

This course is not affiliated to any university or any other educational institute. It is conceptualized by Technowrites Pvt. Ltd. Technowrites has an established name in the industry. It has been created based on our professional and training experience.

### **Q. Can you tell me something more about the Virtual Classroom Model?**

Yes. The Virtual Classrooms are an effective blend of training videos and training exercises (all exercises are checked by our faculty and detailed personalized feedback is given). Though it is a virtual classroom every course is based on a systematic course plan. The Virtual Classroom has the following advantages.

- Time flexibility.
- No need to spend time and money in traveling.
- Global reach (students from anywhere in the world can do the course, without any traveling time or expenses.)
- High-value course at lower price (as there is no cost of rented classrooms.)
- Personal attention of the faculty through phone, email, chat, and Internet-based classroom sessions.

- Learning directly from Mak (and not any past student or second-grade faculty). Mak is a highly experienced trainer of international repute and an award-winning speaker. He elaborates points using real-life examples.
- If you have a business phone, you can see most of the videos directly on the phone. This means you could be learning anywhere depending on your convenience. For example, you could be watching the videos while you are traveling.) Please contact [mak@technowrites.com](mailto:mak@technowrites.com) for further details.

***Q. Does Technowrites give a job guarantee to candidates who complete this course successfully?***

A. Technowrites Pvt. Ltd. is positive that the students will get a good placement after completing the course. Here are the plus points of the course.

1. The entire course is designed for fulfilling requirements of a job. All the course assignments are related to the day-to-day work done by Content Writers.
2. We send information about companies looking out for Content Writers to our course students.
3. We have special sessions related to resume-writing (for a content writer, resume is seen as sample of writing).
4. We have special sessions on appearing for interviews.
5. We ourselves offer jobs to selected students of our course.

***In spite of this, Technowrites Pvt. Ltd. does not give any job guarantee; because we think it is unethical to make a false promise.***

***Q. How will this course benefit a freelancer?***

Mak himself is a first generation entrepreneur and is a mentor for the Entrepreneurship cell at IIT, Powai. The business acumen and the experiences of his illustrious career will undoubtedly help the participant. We are positive that the students will have a successful stint in business after the course. Apart from the freelancing roadmap, guidelines to finding jobs on five popular freelancing websites has also been included.

***Q. What is freelancing roadmap?***

It is a systematic step-by-step guide towards becoming a freelancer. There is a separate session about every step on the way. It was developed in April 2015 and is a hot favorite of students since then.

***Q. Are there any students actually doing freelancing?***

Many! Some of them are doing full-time work from home. Some are doing it as an additional income. Many students are now totally independent freelancers. Moreover, there is a special course on Freelancing offered by Technowrites, designed to make the entrepreneur aspirant aware of the nuances, and issues one may face while starting a business. For details on the Freelancing course you could you request for more information.

***Q. What hardware and software will I need to take the course?***

Any computer that has got a fairly good processor, DVD Drive, Speakers, and Microphone. Internet connection will be needed to participate in Virtual Classrooms. Today most of the desktops and laptops have this functionality.

You will need MS Word (to open the various files) and MS Excel (to complete the exercises). The documents and exercise sheets can also be made available in Open Office (freeware) format.

***Q. Could the course structure and content be updated in future?***

We believe in continuously updating our courses to cover latest topics and trends. So the course most certainly would be updated every year!



## Who conducts the courses?



Makarand (Mak) Pandit, Managing Director of Technowrites, conducts the courses at Pune center. For other centers also Mak conducted some lectures in person or online. Refer to his detailed profile in the sample booklet or his LinkedIn profile at <https://www.linkedin.com/in/makarandpandit/>

Mak was awarded the status of Fellow of the Society for Technical Communication in the year 2016. He was the first Indian to get this honor.

Many of his articles are available online and more than 50 videos available on the YouTube Channel at [Technowrites YouTube Channel](https://www.youtube.com/user/mytechnowrites) <https://www.youtube.com/user/mytechnowrites>

### ***Q. Will I get guidance from Mak after the course?***

Yes, that is the best part! Apart from the regular updates on google groups, Mak offers guidance to students to the extent that is practical.

***If you have any more queries, please write to Mak Pandit on [mak@technowrites.com](mailto:mak@technowrites.com)***

# Technowrites's Clients

We undertake on-site and off-site assignments, contracts, and projects from the industry. For on-site assignments, we depute our technical team to work at the client's premises.

Some of our clients include

## Information Technology

- 3i Infotech (Formerly ICICI Infotech), India
- Accenture Service Ltd, India
- Atos Origin, India
- Aztecsoft-itest (Formerly Disha Technologies), India
- Blue Star Infotech, India
- Computer Associates, India
- Cranes Software International Ltd., India
- CXO Systems, India
- DMR Consulting, Australia
- Extenprise eSolutions, India
- Financial Engineering Solution Pvt. Ltd., India
- Geometric Software solutions, India
- Hewlett-Packard (HP), India
- HSBC Software Development, India
- Information and Telecom Systems India
- Infosys Technologies Limited, India
- Interlink Group, LLC (Taken over by EMC), India
- Jopasana Software & Systems, India
- Kanbay Software (India) Pvt. Ltd.
- KPIT Cummins Infosystems Ltd., India
- L&T Infotech, India
- Tech-Mahindra Limited (Formerly Mahindra-British Telecom), India
- Microsoft, India
- NCE Technologies, Inc, USA
- iGATE Patni (Formerly Patni Computer Systems), India
- Recosoft Corporation, Osaka, Japan
- Remittag Software Company, India
- SAP Labs India Pvt. Ltd., India
- Satyam Computer Services Ltd, India
- Synechron Technologies Pvt. Ltd., India
- System Task Group International, USA
- Tata Consultancy Services, India
- Techatalyst Infoserv Pvt. Ltd., India
- TVS Infotech, India
- VeriSoft InfoServices Pvt. Ltd., India
- Wipro Technologies, India
- Xpanxion International Pvt. Ltd., India
- Gridlogics Technologies Pvt. Ltd.
- Impact Systems
- eTouch Systems

## Telecommunication & Networking

- Alcatel, USA (through Axes Technologies, India is now taken over by Tech Mahindra)
- Bharti Telesoft Ltd., India
- Greenfield Networks, California, USA
- Kenati Technologies, USA
- Motorola, Inc, USA
- Nokia, India, Singapore & Finland

## Semiconductor

- Kulicke & Soffa Pte Ltd, Singapore
- E-Tools USA
- Taray, India

**Banking & Finance**

- Citibank N. A., Singapore
- Deutsche Bank, Singapore
- GM Finance (Through STG International, USA)
- Kotak Securities, India
- National Stock Exchange, India
- SunGard, USA
- System Access, Singapore
- Worldbank, USA (Through Infosys, India)

**Engineering, Automotive & Manufacturing**

- Associated Cement Companies Limited, India
- Larsen & Toubro Limited-Heavy Engineering Division (L&T HED)
- MWH India Pvt. Ltd.
- United Technologies
- Kirloskar Pneumatic Co. Ltd.
- Kirloskar Brothers Limited

**Control & Automation**

- Aplab Limited, India
- Aplab-Seba Electronics Limited, India
- Emerson Exports, India
- Rockwell Automation, USA

**Integrated Automation and Software Solutions**

- Honeywell, India & Singapore

**Logistics**

- Danaos Management Consultants, Greece (Shipping)
- DHL, Malaysia (Through Infosys, India)
- P & O Nedlloyd (Taken over by Maersk India Pvt. Ltd)

**E-Learning**

- Trina Systems Private Ltd, India

**Educational Institutions**

- Sinhgad Institute of Management and Computer Applications, India
- Symbiosis Center for Information Technology, India
- Indian Institute of Coal Management, India

**Life Sciences**

- InSilico Consulting, India
- Strand Life Sciences (Formerly Strand Genomics), India

**Research & Development (R&D)**

- TRDDC- The Tata Research Development and Design Centre
- Glam India

**Training Institute**

- Aptech Computer Education

## Here is what some of our students say...

### **Sandiip Kakkade** **Emerson**

I joined the DTC course as a Virtual Classroom student & went on to pursue a 6-month internship as well, post the course completion. Not only was this a paradigm change in my career but was also a gateway to an amazing Technical Writing fraternity that I got introduced to.

Working on two live projects onsite opened up a foray into the world of technical writing giving me the real-world exposure to apply the know-hows, know-whys, and know-whats that I had learnt in the course. Nevertheless, I would always cherish the experience of working alongside Mak Sir and getting to know him over and above a trainer. He is but one person whom anyone would inadvertently start following – be it his meticulousness to the task at hand or his foresightedness to judge any shortcomings and manage them proactively. You're bound to get nothing but the best in terms of the experience he has to share.

If you're a fresher just out of college chalking out the various career options, an experienced professional looking for a career change, or a homemaker who would like to get back on track in their professional journey – I would recommend Technowrites to everyone who wants to be a class apart in everything they do. Thank you Technowrites! **YOU'RE THE BEST.**

### **Aditi Kumthekar** **Infosys**

I am glad I joined the Diploma in Technical Communication at Technowrites. The course played a pivotal role in making my career profile robust. Mak Sir's guidance and innate ability to explain the concepts with real life examples enabled to have a crisp and clear concept understanding. The assignments did a miracle by molding me to the corporate world of Technical Writing. Mak Sir's sincere efforts in informing us with the quality job opportunities helped me a lot in preparing and facing the interviews. I have also enrolled for the ID course and look forward to enhance my skill-set.

I am drawing Rs. 3.8 Lakh CTC in my current organization. The course just ended and I have already got placed at Infosys. They have offered me an almost 100% hike in CTC. Many thanks to Technowrites for this zip-zap-zoom salary rise! Technowrites - you rock!! Cheers - Aditi Kumthekar

### **Saily Narvekar** **Fundtech**

Genuine thanks to all the staff at Technowrites, especially Mak sir and Abhijeet sir. The course is expertly designed, with a perfect blend of theoretical knowledge, communication techniques and practical assignments. It steers even a non-technical person like me to the technical path, through the exact 'how' 'why' and 'whens' of the technical stuff. Also, Technical writing is a budding and honorable profession and has a promising future. One can get to explore various fields like finance, science, IT, pharma, defense, etc.

### **Dipankar Brihaspat** **Technical Writer, Wipro Infotech, New Delhi**

I want to express my sincere gratitude for all the efforts you have taken to teach me and the whole batch Technical writing, you have given us a lifetime experience that we can never forget whether off the class or in class. Today I am designated as a Technical Writer in Wipro Infotech New Delhi and it's all because of your teaching and the experiences which you shared with us

that I am doing good here. I remember that I didn't even know how to write a professional mail, you taught me in your own unique style and that has benefited me big time.

Mak Sir I would like to specially mention your personal experiences that you shared with us have been very helpful in my day to day life professionally and also personally. Here people are so amazed that how I have such deep knowledge of Advance Microsoft word, Adobe Robohelp and Adobe Framemaker. I always tell everyone that Mr. Makarand Pandit is my mentor and it's his magic. I was fortunate enough to get a teaching under his guidance. In those 3 months I have learned life's very crucial lessons. It is when we get into professional front that we realize how crucial your teachings were.

**Saral Gupta (Placed at CapGemini, Bengaluru)**  
**Virtual Classroom Batch Student**

All the modules/CBTs are very informative and of good quality. All you need is hard work and prompt attendance towards each session that Mak will conduct on a weekly basis. Mak will also help you attend mock interview calls. Well that's how I was more confident before appearing for 'real' interviews in big MNCs.



**Apoorva Panditrao (Placed at Kale Consultants)**  
**Virtual Classroom Batch Student**  
**Technical Writer**

The training module is no less than regular course offered. In addition, I could learn at my own pace and submit assignments accordingly. It was a good opportunity for a "Stay-At-Home-Mom" like me. After the completion of the course, I got an opportunity to work on a live project. Working with Mak was a good learning experience. What more, I even got placed in the same company where I did the project. I got more than 100% returns in less than 2 months. If you can differentiate between expense and investment, this course is for you.

**Here are a few other responses (names not disclosed on request)**

- It has been a great experience and a kind of exposure through Mak that has indeed made a difference to my point of view and overall personality. I thank Mak for guiding me in the best possible direction.
- Everywhere I was interviewed they knew Technowrites and Mak Pandit. I am glad I did my course with Technowrites. Thanks for everything Mak! You changed my life! Need I say anything else?
- I did the course elsewhere and was disappointed. When my brother wanted to do the course, I sent him to Technowrites. With his help, I convinced my family to pay for me for the course once again. Thankfully, today I have a job and have earned my fees back in less than 3 months.
- The best part is - I am still using the course material as a reference. The course equipped me for my career, not just the interview.

## Makarand Pandit Detailed Profile

<p>Dr. Makarand (Mak) Pandit</p> <p><b>Doctor of Letters</b> (Honouris Causa), PGD Marketing, BE Electronics  <a href="http://in.linkedin.com/in/makarandpandit">http://in.linkedin.com/in/makarandpandit</a> Managing Director, Principal Trainer          – Technowrites Pvt. Ltd.</p> <p>International Fellow - Society for Technical Communication, USA          Member – WAC Clearinghouse Publications Review Board, Colorado          University, USA</p> <p>Member – Board of Studies, Department of English, Fergusson          College, Pune</p> <p>Trainer Council for Scientific &amp; Industrial Research (CSIR),          Government of India</p>			
			
Twitter: <a href="#">@makpandit</a>	LinkedIn: <a href="#">Mak's Profile</a>	<a href="#">+91 98232 25640</a>	<a href="mailto:mak@technowrites.com">mak@technowrites.com</a>
YouTube: <a href="#">Technowrites YouTube Channel</a>		Skype: <a href="#">mak.pandit</a>	

*I am a successful technical communicator, project manager, and trainer, with over 24 years of experience.*

*I am the first Indian to become a Fellow of Society for Technical Communication.*

### Training Courses

**Conducted more than 200 Training Courses & Workshops.**

- Technical Writing Theory, Process, & Tools
  - DITA Theory, Process, & Tools
  - Business Report Writing
- Instructional Design Theory, Process & Tools
- Writing White Papers, Case Studies, and Marketing Collaterals

### Formal Academic Education

- **Post Graduate in Marketing Management** - Institute of Management Education, Pune, India, July 1997.
- **Bachelor of Engineering in Industrial Electronics** - University of Pune, Pune, India, July 1992.

### Professional Work Experience

- Completed assignments for 20 Fortune 500 companies and India's top IT, Telecom, Financial, Banking, and Engineering companies
  - Completed more than 500 successful documentation assignments.
    - Have more than 15,000 hours of training experience.
    - Have trained more than 3400 candidates in Technical Writing.

- Have produced more than 200 hours of video content for professional training courses.
- Have developed a unique Distance-Learning Course based on Blended Instruction Pattern.

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### Academic Experience

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- **Serving as Mentor at The Entrepreneurship Cell, IIT Powai, Mumbai**
  - Served as a **member of Special Committee appointed by Board of Studies of University of Pune**. As a member of this committee helped to formulate India's first Post-graduate Diploma in Technical Communication.
- Served as **member of Educational Task Force** of Society for Technical Communication (2006).
  - Served as judge for *All India Engineering Students' Projects Competition*.
- Served as visiting faculty for University of Pune, University of Jammu, Symbiosis University, and more than 12 other educational institutes.
  - Served as **external examiner for University of Pune**.
  - **Delivered lectures to students of Mercer University (USA)**.
- Served on the panel appointed by **Indira Gandhi National Open University (IGNOU)** to develop course on Technical Editing & Publishing.
- Coordinated, directed, and anchored a **video interview series on "Technical Writing Career" for Educational & Media Research Center (EMRC)**, University of Pune.
  - Served as Member, Board of Studies, Symbiosis University for developing Distance Learning Course in Technical Writing

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### Research Papers & Professional Presentations

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- Contributed as an author to **Outsourcing Technical Communication: Issues, Policies & Practices**. The book is published by Baywood Publishing
- Research Paper published results on **Do Indian Technical Writers need Degrees from Western Universities** (December 2009).

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### Articles

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- **Product Support Documentation** published in **Electronics for You**. India's leading Electronic Trade Journal in **April 97 issue**. Covering the importance and design considerations of documentation of Electronic Products.
  - **Freelance Technical Writing** at the **1999 Annual Conference of Society for Technical Communication, India Chapter**
- **Estimating Technical Writing Projects** at the **2000 Annual Conference of Society for Technical Communication, India Chapter**
- **Introduction to Technical Writing** published in **Time of India (Education Times Supplement)** on 9<sup>th</sup> April 2001, Bangalore Edition
- **Estimating Documentation Projects in Intercom – Newsletter (November 2001 issue) of Society for Technical Communication Worldwide** (this article is available on the web on [www.stc.org/intercom/PDFs/2001/200111\\_08-11.pdf](http://www.stc.org/intercom/PDFs/2001/200111_08-11.pdf))
  - **Technical Writing in 1994 and 2003** paper published in the **March 2003** issue of **INDUS**, newsletter of **Society for Technical Communication, India Chapter**

- **Seven Habits for Successful Freelancing** paper published in the **July 2003** issue of **INDUS**, newsletter of **Society for Technical Communication, India Chapter**
- **Introduction to Structured FrameMaker** published in **Techcraft** (a newsletter dedicated to Technical Writing) in September 2004 Edition
- **Rich Content Outline and Estimation Techniques** paper series published in the **various** issue of **INDUS (2010)**, newsletter of **Society for Technical Communication, India Chapter**
  - **Use of RoboHelp Server by technical publications departments** published in Adobe Blog [http://www.adobe.com/devnet/robohelp/articles/robohelp\\_tech\\_pubs.html](http://www.adobe.com/devnet/robohelp/articles/robohelp_tech_pubs.html)

### Conference Presentations

- **Freelance Technical Writing** at the **1999 Annual Conference of Society for Technical Communication, India Chapter**
- **Estimating Technical Writing Projects** at the **2000 Annual Conference of Society for Technical Communication, India Chapter**
- **Styles Guides** at the **1999 Annual Conference of Society for Technical Communication, India Chapter**
- Delivered a web-based seminar along with Melanie Doulton for STC on **Working in Global Teams** (July 2006).
  - Presented **Business Lessons Learnt from Gardening Hobby** session at the **2007 Annual Conference of Society for Technical Communication, India Chapter**
- **Conflict Resolution** at the **2010 Annual Conference of Society for Technical Communication, India Chapter**
  - Presented **eBooks and Digital Rights Management Lessons session** at the **2012 Annual Conference of Society for Technical Communication, India Chapter**
- Presented **Management Lessons I Learnt from Body Building** at the **2013 Annual Conference of Society for Technical Communication, India Chapter**
  - Presented **Publishing Research Paper** at the **tcworld India 2013 Annual Conference**
  - Presented **Massive Open Online Courses (MOOC)** at the **STC India 2013 Annual Conference**

### Technical Skills

<b>Operating Systems</b>	DOS, Windows, Linux (Ubuntu, Fedora)
<b>Languages</b>	Microprocessor Assembly Language, Visual Basic, HTML,XML, JAVAScript, ASP, VBA
<b>Applications/Packages/CMS</b>	Adobe PageMaker, MS Word, RoboHELP, Visio, Adobe FrameMaker, WebWorks, MS Power Point, MS Project, Adobe Acrobat, Adobe Flash, Snagit, Sound Forge, Epic Editor, Captivate, Author-it, iSpring, Adobe Presenter, MediaWiki, WordPress, Drupal, Moodle
<b>Databases</b>	MS Access, MS SQL, Oracle



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## Media Production Skills

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<b>Pre-production</b>	Schedule Planning, Site Coordination, Resource Management, Screenplay-Writing
<b>Production</b>	Direction, Acting, Sound-recording, Video-recording, Lighting
<b>Post-production</b>	Sound Editing, Video Editing, Media Conversion, Content Encryption, Packaging, Delivery

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## Completed Projects for

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Axis Technologies, India & USA	Alcatel, India
Atos Origin, India	<i>Abu Dhabi Oil Company (ADCO), Abu Dhabi, UAE</i>
<i>Citibank, Singapore</i>	<i>CDAC, India</i>
Honeywell, India, Singapore	Hewlett Packard, India
<i>Kirloskar Brothers, India</i>	<i>Kulicke &amp; Soffa Pte. Ltd., Singapore</i>
L&T Infotech, India	Tech Mahindra, India
MWH India Pvt. Ltd., India	<i>National Bank of Fujairah, Fujairah, UAE</i>
National Stock Exchange, India	Oracle Financial, India
Rockwell Automation, USA	Royal Haskoning, India
SAP Labs India Pvt. Ltd., India	Mahindra Satyam, India
<i>Schlumberger, Kaula Lumpur, Malaysia</i>	Sify, India
<i>System Access, Singapore</i>	<i>Tata Consultancy Services, India</i>
<i>Unisys, India</i>	Wipro, India

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## Professional Memberships

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- Fellow of the Society for Technical Communication, USA
- Founder Member of Society for Technical Communication India Chapter. Served a chapter president in 2005 and 2016.
  - Former owner and member of Technical Writers of India email list

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## Consulting Experience

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- Citibank, Singapore – Lead Consultant and Architect of the Web Based Training for CePAC. It was used to train over 8000 officers in 60 countries.
  - Lead Consultant – Oracle Financial Services, India, for developing training on FlexCube
- Lead Consultant & Architect – ICICI Prudential Life Insurance, India, for developing CD based training for Insurance Products
  - Lead Consultant & Architect – Reserve Bank of India for developing CD based training for Currency Notes
    - Engineering Documentation Consultant – Government of India

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## Professional Awards

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**Best Speaker Award** at the **1999 Annual Conference of Society for Technical Communication, India Chapter** for presentation on **Freelancing**.

**Outstanding Volunteer Award** at the **2003 & 2008 Annual Conference of STC, India Chapter** for arranging the conference as the Program Manager.

**Distinguished Chapter Service Award** from **STC Worldwide** in 2010 for **service to STC, India Chapter**

**Nominated for the post of STC Worldwide Director** in the year 2009, 2010, and 2012.

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## • Other Educational Courses Attended

- *Project Management*
  - *Short-film Direction, Production, & Editing Course*
  - *Film Script Writing Course*
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## Privileged Community Work

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- Associated with various Seva projects arranged by the Art of Living Foundation.
  - Associated with various projects initiated by Mission Green Earth, an initiative supported by United Nations
  - Served as the documentation volunteer for Antarnaad, an Art of Living event, to obtain Guinness World Record for maximum number of sing-along participants (1,04,637 participants) in 2010.
  - Served on the review committee of International Standards Organization for developing Technical Writing Standards (2007).
  - Served on various committees of Society for Technical Communication, worldwide
    - Was List Owner of Technical Writers of India Mailing List from 1999 – 2004.
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