**Chaitra**Dubai, UAE | 971504753686 / +919979971283| chaitra.376684@2freemail.com

**OBJECTIVE**

A competent professional with over 4.7 years of experience in Content Development, Content Editing, Proof Reading and Content Management. Ability to manage all aspects of writing and editing for both technical and non-technical content with thorough knowledge of style guidelines. Actively seeking an opportunity with an organization of repute to add value leveraging acquired skills and experiences and in turn grow professionally.

# SKILLS

|  |  |
| --- | --- |
| * ContentManagement
 | * Content Development
 |
| * Content Editing
 | * Proof Reading
 |
| * Style guidelines
 | * Agile Methodology
 |
| * Basics of SharePoint Admin
 | * Typography
 |

**PROFESSIONAL EXPERIENCE**

### SENIOR CONTENT EDITOR – BUSINESS ARTS (HCL TECHNOLOGIES) – May 2016 to October 2016

 *Global information technology services and a Fortune 500 company. Dealing intheSoftware Services,
 IT Infrastructure Management Services and Business Process Outsourcing Services, etc.*

### WEB CONTENT DEVELOPER– TECHNOSOFT GLOBAL SERVICES: DELL– August 2015 to April 2016

*A multinational computer technology company and well known for its innovations in supply chain management and e-commerce*

### CONTENT ANALYST– INFORMATION SERVICES GROUP – November 2013 to April 2015

*One of the leading global technology research and advisory firm*

### CONTENT WRITER– WEBRICH SOFTWARE– June 2012 to February 2013

*A mobile software company that develops various utility applications for iOS users*

### TECHNICAL EDITOR– MACMILLAN PUBLISHING SOLUTIONS – October 2010 to September 2011

*An international publishing company with an objective to enhance education worldwide by supporting communities with culturally and geographically appropriate publishing programs and services*

#### Roles andResponsibilities

* Creating, revising, editing and proofreading text content for websites, blogs and business collaterals
* Translating technical data into simple and user-friendly language
* Online-Checking for Styles, Typos, Graphics and Pagination aspects
* Customer feedback Management
* Training subordinates in basic knowledge of typography, book production, proof-reading, editing
* Co-ordinate with clients and other departments to get the final output ready
* Designing and layout of email messages for email marketing
* To create, monitor and track the work plans for on-time delivery as per the defined quality standards
* Search Engine Optimization knowledge
* Co-ordinate with QC-Dept. and development/update of Job Specification
* Liaised with IT staff to ensure quality, timeliness, and efficiency of technical document updates

#### Achievements

Juggled multiple projects simultaneously and successfully met all deadlines

# SOFTWARE KNOWLEDGE

* Basic knowledge on HTML, FrameMaker, RoboHelp and Wireframe
* MS Office – Word, Excel, Visio, Outlook, PowerPoint
* Adobe 4.0 and 6.0

# EDUCATION

* **MASTER OF SCIENCE( M.SC) -** PESIT, Bangalore University- 2010
* **BACHELOR OF SCIENCE( B. SC)** – SJR College for Woman, Bangalore University – 2008

# PERSONAL DETAILS

* **Date of Birth**– 6th July 1987
* **Languages Known**–English, Hindi and Kannada
* **Visa Status** – Residence visa

# REFERENCES

# Available upon request