**SRABONI MITRA**

Residing parmanently at

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**Summary of Experience**

1. Worked in software industry from Jan 1989 to 1998 in companies like Datapro, Ontrack Systems, Consultancy for Change and Growth(one and half years as Associate Consultant) and Fujitsu ICIM and ICIL Pune ISD (for three years and left as Sr. System Analyst), HCL, DSQ Software Ltd as Executive – Project Coordination and as faculty in IT and Operations Research.(one year) in EIILM,Calcutta.

I have experience in working in quality as a Senior System Analyst in International Software Division and Business Analyst and executive project coordination. The work in **ICIL, Pune** involved technical writing for the entire SDLC.

Worked with a Orion Dialog for one and half years, managing the business for MNC clients like HP, Nokia,Intel ,Emmerson Network and others.

3. Worked with International BPOs like Vanguard, Heroites and GE Money Servicing.

4 Worked as a lecturer/visiting faculty with Rai Foundation group of

colleges from April, 2009 till 2010 in areas like Quantitative

Techniques, Operations Management and Software Engineering and

Business Mathematics and Business Statistics and also other skill areas

like counselling, placements, collections and contents.

5. Worked with Science Olympiad Foundation, an educational NGO in

New Delhi and Gurgaon as office Coordinator from September, 2010 to 2011.

Responsible for all written communication for the organization and

coordination with the relevant departments.

6 Worked with Jetking, a teaching Institute in English, as a PD trainer.

7. Worked with NIIT-franchise as a Sr. faculty, teaching computers and English. as a Senior Faculty. I have trained students and professionals in NIIT, in English and on Microsoft Office, Excel and Advanced Excel also.(VLOOKUP, Forms etc)

**Experience in contents**

The total experience is around 4 years.

I have experience in developing user manual for a mini computer environment, for about an year, for a MNC company, as a freelancer.

1.Worked with **Kogent Learning** as a Senior Technical Writer from Sept 2013. I had prepared documents for Hadoop -Developer and Analytics.

2.Worked with **Falcon 18** from November 2013, in e-commerce and health domains.

3. Worked with the **Immigration Overseas** from Feb 2014 as a Senior Content Writer.

4. Worked with Stellar Information Technology, Gurgaon from June 2014 as Technical Writer in Stellar Products and allied technologies like MS Exchange Server, database technologies, Unix, Linux, Mac environments and other allied technologies.

5. Worked with eCIFM as a Sr. Technical Writer for writing all types of technical documents, from December 2014. (User Manual, Training and Installation guides with tools like Snagit and Visio).

6. Worked with Excelsoft Technologies. Noida from June,2015 onwards as a Technical Writer. I have experience in writing a epub and publishing based on the software, along with enrichments. Worked in a documents like User Guides, User stories and also Support portal for customers. All these documentation work was in Agile development scenario.

7. Worked with iRexx Technologies, Gurgaon as a Senior Content Writer writing blogs,webpages, social posts from Feb 2016.

8. Worked with Appinventiv Technologies from October 2016 till date as Content Analyst writing technical blogs/articles, posts for various portals, Press Release, Web Content and researching on SEO-centric topics as well as editing.

9. Worked in Mettl, Gurgaon in B2B contents till September,2017.

10. Worked in Enuke Software at Gurgaon, as a Content Writer, writing SEO-Centric contents in technology and travel technology domains from November 2017.

11. Working with Cloud Analogy as Lead Content Writer writing technical

Blogs/Articles, webinars, ppts as well as reviewing the documents.

**Education** : Bachelor of Chemical Engineering,

Jadavpur University, 1987

First Class - 70.21%

Upto High School

South Point High School.

Secondary, First Class - 74.8%,Rank 110,1980

Higher Secondary, First Class - 66.1%, 1982

**Trained in :** Quality, Function Point Analysis, ISO 9001 and SEI CMM.

**Professional Courses**: Diploma in System Management, NIIT, 1989

Grade - B+

**Personal details** : DOB 25th Aug, 1962. Status : Single

**Something more to be**

**Mentioned :** Qualified for CAT/GRE and TOEFL