

Kakaraparthi Ramya Bhargavi

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Career Objective

Detail-oriented Content & Technical Writer with 2.6 years of experience seeking to leverage my skills in content development for Software Development, Products, Marketing, SEO, Social Media, Proposal writing and technical documentation to contribute to a dynamic team.

Experience

Technical Writer - Kovan Technology Solutions, Pvt Ltd,

East Tambaram, Chennai, Tamil Nadu (Nov 2023 - Present)

- Drafting proposal documents, Review and rewrite proposal sections, Create proposal plans, Collaborating with the recruitment and developers team by establishing priorities.
- Experience in writing Content for business websites, targeting audience in the B2B SaaS Space.
- Collaborate closely with designers, developers, and product managers to ensure that content aligns with user needs and product objectives.
- Maintain and update existing content to ensure accuracy and relevance as products evolve.
- Stay up to date with industry trends and best practices in UX writing and content strategy.
- Coordinating the proposal development process, excellent oral and written communication skills and submission of proposals before deadlines.
- Lead the creation of detailed technical documentation, including RFPs (Proposal Documents), UI/UX and Functional Documentations, to support the development team.
- Revise and update documents related to technical, HR Operations that includes On-boarding, Off-boarding, and others.

Content Writer - VSJ Infotech Pvt Ltd,

Chennai, Tamil Nadu (Sep 2022 - Nov 2023)

- Experience in writing Content for business websites, targeting C level audience in the B2B SaaS Space.
- Write user-friendly and intuitive copy for web and mobile applications, ensuring consistency in tone and style.
- Conducting keyword research and using SEO best practices to increase traffic to the company website.

- Craft clear and concise release notes that highlight new features, improvements, and bug fixes to keep users informed.
- Developing engaging content for company and client websites, blogs, and social media platforms, focusing on topics related to technology, software, and digital marketing.
- Understanding of SEO and utilizing the content to reach the audience.
- Collaborate with business users and development teams to gather technical information.
- Review and edit content for accuracy, clarity, and consistency.
- Collaborated with marketing and design teams to create visually appealing posters, banners, and other promotional materials for marketing campaigns.

Academic Content Writer

Synergy Eduservices,

January 2022 - August 2022 (Part-time)

Created educational content, including lesson plans, and quizzes, for online learning platforms catering to K-12 students.

Content Writer

ECRUSH RGUKTN,

November 2020 - October 2022 (Unpaid Intern)

Created engaging content for ECRUSH RGUKT, including articles, blog posts, and social media content.

Education

- RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES, NUZVID
Bachelor's degree, Electrical, Electronics and Communications Engineering (2018 - 2022)
- RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES, NUZVID
Pre-University Course 1&2 (2016 - 2018)
- GOVERNMENT HIGH SCHOOL, PERAVALI, Andhra Pradesh 10th (2015 - 2016)

Skills

Content Development, Proposal Writing, Blogging, Documentation, Research and Analysis, Proofreading, Manuals, White Paper writing, Marketing Content writing

Tools Used

Microsoft Outlook, Grammarly, Google Docs & Excel, Word Press, Microsoft PowerPoint and Excel, Markdown, Figma (Software), Sharepoint

Languages

Telugu (Native), English (Proficient), Tamil(Conversational)