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| Z.SUKEERTHI |  |
| EMAIL ID : [keerthi287@hotmail.com](mailto:keerthi287@hotmail.com)  SKYPE NAME: keerthi.z |
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Objectives

Seeking a challenging role as a *Technical & Translator Writer* that will utilize my writing skills to help my company reach its goals and audience.

Writing Skills

* Strong analytical skills
* Excellent written and verbal communication skills
* Illustration and visual design skills
* Zeal to learn new things, ability to master them with ease and a flair for creativity.
* Good at listening .
* Good at writing End User Documents and Software Documents like User guides, Help Files, Training Materials, Travel and Tourism, Internet Searching.

Technical Writing Tools

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| **Help authoring tool** | Adobe RoboHelp |
| **Print Publishing tool** | Microsoft Word, Adobe Frame maker |
| **Image Capturing Tool** | Techsmith Snag IT |
| **Style Guides** | Microsoft Manual of style |
| **Graphic Design Tools** | Adobe Photoshop , Microsoft Visio |
| **Presentation Tool** | Microsoft PowerPoint |

Software knowledge

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| **Operating Systems Exposure** | Windows7, Windows Vista, Windows XP, Windows2000 |
| **Office Packages Exposure** | Microsoft Outlook Express, Excel, and Access |

Personal Skills

* Good verbal and written communication skills.
* Innovative, Quick Learner, Diligent, Patient Listener with good communication skills.
* Working in a group, whether following or taking the lead
* Internet researching

**Personal Profile**

Father Name : Z. J. Sumithran

Marital Status : Unmarried

**Declaration:** I hereby declare that all the information furnished above is true to the knowledge of my faith and belief

**Place**: Vijayawada (Andhra Pradesh,INDIA) Z. Sukeerthi.