

SACHIN SURESH

Lead Technical Writer | Data Documentation Manager

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PROFESSIONAL SUMMARY

Lead Technical Writer and Documentation Governance Leader with 10+ years of experience designing and scaling enterprise documentation ecosystems across cybersecurity, SaaS, robotics, and regulated environments. Proven track record of establishing documentation operating models, release governance frameworks, and cross-functional review systems aligned with software development lifecycles. Led enterprise-level documentation governance initiatives aligned with compliance controls and release lifecycle management, driving structured collaboration across engineering, security, and product leadership.

CORE COMPETENCIES

- Documentation Governance & Operating Models
- Release Lifecycle Alignment & Version Control
- Enterprise Documentation Strategy
- Cross-Functional Stakeholder Leadership
- Audit Readiness & Compliance Alignment
- Specification Framework Design
- Content Lifecycle Management
- Documentation Transformation Programs

PROFESSIONAL EXPERIENCE

Lead Technical Writer & Data Documentation Manager | Help Information Technology |

Abu Dhabi, UAE

Sept 2025 – Present

- Designed and operationalized a group-wide documentation governance framework supporting cybersecurity and threat intelligence programs across enterprise and government clients.
- Established lifecycle controls, metadata standards, review checkpoints, and traceability mechanisms aligned with compliance and security audit requirements.
- Standardized documentation structures across cross-functional teams, improving consistency in engineering, QA, and security deliverables.

- Standardized documentation practices across multiple product streams and security programs.

Lead Technical Writer | UX Writer | Rapyuta Robotics | Tokyo, Japan *Apr 2022 – Aug 2025*

- Collaborated with product and engineering leads to align documentation deliverables with release milestones.
- Designed repeatable specification framework standardizing behavior, constraints, API triggers, and compatibility models across engineering teams.
- Implemented release-aligned documentation workflow integrating Git-based version control, RC milestones, review gates, and tagging strategies.
- Initiated documentation transformation program expanding functional coverage toward 90%+, improving findability and stakeholder adoption.

Senior Associate Technical Writer | Ernst & Young (EY) | India *Jun 2020 – Apr 2022*

- Delivered documentation within regulated enterprise environments requiring strict traceability, audit alignment, and compliance adherence.
- Conducted documentation audits and gap analysis to ensure alignment with compliance standards and internal governance controls.
- Collaborated with multi-disciplinary teams to align technical documentation with enterprise architecture and operational workflows.
- Supported enterprise documentation lifecycle improvements in high-accountability environments.

Technical Content Developer | Dell EMC | India *Feb 2019 – Jun 2020*

- Developed enterprise-grade user and operator documentation for infrastructure and integration platforms.
- Documented complex system workflows with a strong focus on reliability and operational clarity.

Senior Software Engineer & Technical Writer | Happiest Minds Technologies | India

Nov 2014 – Jan 2019

- Created technical documentation for enterprise applications, APIs, integrations, and deployment workflows.
- Conducted documentation standardization workshops for engineering teams to improve consistency and compliance alignment.

TECHNICAL EXPERTISE

- Git (Branching, Version Tagging, Change History)
- Read the Docs / Structured Publishing Platforms
- Kanban & Workflow Management Systems

- APIs & Specifications: REST APIs, OpenAPI (Swagger)
- Content Management Systems (CMS)
- SME Review Workflows & Approval Gates
- Localization & Translation Lifecycle Management
- Markdown, Structured Authoring, PDF Annotation Systems
- Platforms: AWS, Azure, Enterprise SaaS Platforms
- Tools: Figma, Git, Jira, Confluence

EDUCATION

Master of Computer Applications (MCA) – RNS Institute of Technology, India
Bachelor of Computer Science – Sri Bhagawan Mahaveer Jain College, India

CERTIFICATIONS

- GNIIT (Software Engineering Foundation)
- Microsoft Dynamics 365
- REST API for Technical Writers

GLOBAL EXPERIENCE

Regions Worked: India, Japan, United Arab Emirates (UAE)

Languages: English (Fluent), Japanese (Basics)