Sachin Suresh

Lead Technical Writer

📍 Abu Dhabi, UAE

Email: sach7411.uae@gmail.com
LinkedIn: linkedin.com/in/sachin-mca
Portfolio: https://sachin-suresh.github.io/sa-portfolio
English Proficiency: Fluent (Professional)

PROFESSIONAL SUMMARY

Content and operations leader with **10+ years of experience** managing complex, fast-moving production workflows, cross-functional creative teams, and high-stakes deliverables. Proven ability to own end-to-end content pipelines, translate creator or stakeholder feedback into clear execution, and bring structure, calm, and accountability to high-pressure environments.

Experienced in leading remote teams, enforcing deadlines, maintaining quality standards, and continuously improving processes through systems, templates, and tooling.

TECHNICAL SKILLS

Content & Production Operations

- End-to-end content pipeline management
- Production scheduling & deadline enforcement
- Feedback management & revision workflows
- Cross-functional creative coordination

Process & Systems

- Workflow design and optimization
- Task tracking and prioritization
- Process documentation, templates, and SOPs
- Remote team coordination and accountability

Tools & Platforms

- JIRA, Confluence
- GitHub (version control)
- Static documentation & CCMS
- Collaboration tools for distributed teams

Cloud & Systems Knowledge

- APIs, REST, system workflows
- Cloud platforms (AWS, Azure, GCP)
- CI/CD concepts, logs, system outputs

PROFESSIONAL EXPERIENCE

Lead Technical Writer | Help Information Technology | **Abu Dhabi, United Arab Emirates**
[Sept 2025 – Present]

- Own and manage end-to-end content workflows across multiple concurrent deliverables, ensuring clarity, alignment, and on-time execution.
- Act as the **central coordination point** between stakeholders and execution teams, translating high-level direction into actionable tasks.
- Build and enforce **schedules, task ownership, and delivery timelines**, proactively removing blockers.

Lead Technical Writer | Rapyuta Robotics | Tokyo, Japan
[Apr 2022 – Aug 2025]

- Led distributed teams contributing to high-visibility content deliverables under tight timelines.
- Managed **content production pipelines**, ensuring smooth handoffs between contributors and consistent output quality.
- Translated leadership and stakeholder feedback into **clear revision instructions**, ensuring intent was executed precisely.

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

- Created structured technical artifacts requiring high accuracy, consistency, and validation.
- Broke down complex systems into discrete tasks with defined outputs and constraints.
- Reviewed content against quality guidelines and compliance requirements.
- Worked across multiple projects, adapting quickly to new domains and guidelines.

Technical Content Developer 2 | Dell EMC | India
[Feb 2019 – Jun 2020]

- Produced and reviewed high-volume content under deadline pressure.
- Coordinated with multiple stakeholders to ensure deliverables met both quality and timing expectations.

Senior Software Engineer & Technical Writer | Happiest Minds Technologies | India
[Nov 2014 – Jan 2019]

- Balanced execution and coordination responsibilities across technical and content-focused initiatives.
- Built strong habits around structure, prioritization, and delivery discipline.

EDUCATION

Master of Computer Applications (MCA)
RNS Institute of Technology, India

Bachelor of Computer Science
Sri Bhagawan Mahaveer Jain College, India