

SHEEZA SHAFQAT

Technical Writer

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Summary

Experienced Technical Writer with over 5 years of software documentation expertise authoring SRS, SDS and User Manuals. Expertise in creating technical manuscripts as well as version control; and with a clear understanding of Software Engineering Practices, Technical content writing and QA. Motivated to lead the way in IT systems efficiency and a swift resolution of assigned tasks. With strong interpersonal, analytical & problem solving skills, I am capable of managing multiple priorities & projects while not compromising on the performance standards and work quality. Seeking for a technical writer position with opportunities to utilize my gained experience and provide valued services.

Skills

SDLC • Agile methodologies • Requirement elicitation • Functional requirements • Technical Writing • Software documentation • Quality Assurance • Manual & Automation testing • Problem-solving & Analytical skills • Communication skills • Teamplayer • MS Office Suite • Atlassian Confluence and Jira

Writing Modules: • SRS • SDS • User manuals • Research grants • QA reporting

Experience

Freelance

Taxila, Pakistan.

Technical Writer

2018 - Present

During my career as a freelance Technical Writer, I was able to produce following writing artifacts for my clients mentioned below:

- Research reports & Term papers
- Research articles
- Creative essays
- Official documents (legal reports)
- Content Proofreading & Reviewing

Digital Pakistan Lab

Rawalpindi, Pakistan.

QA Analyst

2019 - 2022

During my tenure at Digital Pakistan Lab, I was responsible for following tasks as a QA Analyst:

- Worked as a principal software analyst & QA analyst
- Worked on Industry 4.0 Project
- Participated in requirement elicitation process
- Developed QA activities (Manual & Automation)
- Created software documentation for software products (SRS, User manual, Test plans)
- Completed testing for Industry 4.0 web application
- Developed R&D research grants for various projects
- Responsible for identification & resolution of software defects

NUST, CEME

Islamabad, Pakistan

Technical Writer

2018 - 2019

During my tenure, I worked on HEC Project entitled as "HEC Project Management & Decision Support System". The list of tasks is given as follows:

- Worked as a principal technical writer
- Produced technical documentation (SRS, SDS, and User Manual)
- Participated in testing of developed application
- QA tasks (Functional testing using use cases)
- Manual Testing (System features)

Education

NUST, College of Electrical & Mechanical Engineering – Rawalpindi, Pakistan.

Masters of Science in Software Engineering

2018 - 2022

National university of Modern Languages – Islamabad, Pakistan

Bachelors of Science in Software Engineering

2012 - 2016