

Name : **MANDA SUMINDER REDDY**

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Contact No: **+919951155091**

➤ **QUALIFICATION SUMMARY:**

Technical writer with an experience of 3 years in creation of technical documentation (Maintenance manuals, Illustrated parts list, Service Bulletins, Illustrated parts catalogues and Standard Practice Manuals).

➤ **PROFESSIONAL SUMMARY**

- Ability to write content that is clear, concise, and technically correct by using appropriate standards and writing styles.
- 3 years and one month of experience as a Technical writer in Aerospace Industries.
- Worked on Technical Manuals such as Component Maintenance Manual (CMM), Illustrate Parts Catalogue (IPC), Service Bulletins (SB), Standard Practice Manual (SPM) by following ATA 100 and ATA iSpec 2200 standards.
- Have extensive working knowledge on tools like Arbortext Epic Editor (SGML and XML), Adobe Frame Maker, ARDOS, PLIP and Microsoft Office.
- Gave training to the freshers on Authoring, Content Management system (CMS) and Controlling Process of Jobs.

➤ **EDUCATIONAL QUALIFICATION:**

Qualification	University	Board/University	Year of Passing	Marks
B. Tech	NALLA MALLA REDDY ENGINEERING COLLEGE	JNTU, HYDERABAD	2016	71.33%

➤ **WORK SUMMARY:**

- Expertise in creation/revision, authoring and reviewing of Component Maintenance Manuals (CMM), Illustrated Parts List (IPL), Illustrated Parts catalogues (IPC), Standard Practice Manuals (SPM) and Component Data Forms (CDF) for DIEHL products
- Development of Detailed Parts List/Illustrated Parts Catalog based on the Engineering Drawings, Bill of Materials for Equipment/Furnishings systems
- Having good knowledge on aerospace standards like iSpec2200 and Simplified Technical English (STE)
- Strictly adhered to follow the defined processes for Export Compliance
- Working level knowledge on Arbor text editor 6.0 (SGML and XML), Adobe Frame Maker, ARDOS, PLIP, MS Office and Adobe Pdf professional tools

- Maintain **quality** in Authoring, Proof Reading and Delivery Process
- Understanding **Quality** processes, methods and implementing them in the work area.

➤ **WORK EXPERIENCE: 02 Years and 10 months**

- **CYIENT Ltd, Hyderabad (Mar 2017 to till now)**

➤ **Customer** : Rheinmetall technical publications gmbh, GEAviation (Germany)

➤ **Duration** : March 2017 to October 2017

➤ **Role Description** :

- Creation and Revision of Component Maintenance Manuals (CMM), Illustrated parts catalogues, Standard Practice Manuals (SPM) for aircrafts GE90, GE9X and GENx
- Technical and quality controller for CMM and SPM jobs
- Involved in production Aspects.

➤ **Scope of work:**

- Creation and Revision of Component Maintenance Manuals of GE Aviation which are installed in GE90, GE9X and GENx aircrafts
- Creation and Revision of Illustrated parts catalogues of GE Aviation
- Creation and Revision of Standard Practice Manuals of GE Aviation
- Authoring the component's description, testing and fault isolation, operation, repair, assembly and disassembly procedures with the inputs and specifications using **SGML, ADOBE FRAMEMAKER**
- Creation/revision of the Illustrated Part List (IPL) by analyzing the Bill of Materials (BOM) and Engineering drawings
- Study of Engineering inputs/change notices/specifications, analysis of discrepancies and finalization of requirements
- Process familiarization of Component Maintenance Manuals (CMM), Illustrate parts List (IPL), Illustrated parts catalogues(IPC) and Standard Practice Manuals creation/revision
- Analysis and gathering of various source documents for the creation of CMM page blocks as per Clients requirement
- Understanding IPL creation requirements (Exploded views, parts lists, adding and deleting Configuration).

- **Customer** : DIEHL (DIEHL COMFORT MODULE), Germany, Hamburg)
- **Duration** : October 2017 to till now
  
- **Role Description** :
  - Creation and Revision of Component Maintenance Manual's (CMM) for A320 family, A330, A340 and A380
  - Incorporation and creation of all types of Service Bulletin (SB)
  - Technical and quality controller for CMM and SB jobs
  - Involved in Production and Quality Aspects.
  
- **Scope of work:**
  - Creation and Revision of Component Maintenance Manuals of DIEHL Aerospace which are installed in Airbus A320, A340 and A380 aircrafts
  - Creation of Component Data Forms (CDF) of DIEHL aerospace which are installed in Airbus A320, A340 and A380 aircrafts
  - Authoring the component's description, operation, repair, assembly and disassembly procedures with the inputs and specifications using **ARDOS CMS**
  - Creation/revision of the Illustrated Part List (IPL) by analyzing the Bill of Materials (BOM) and Engineering drawings
  - Study of Engineering inputs/change notices/specifications, analysis of discrepancies and finalization of requirements
  - Incorporation and creation of **Service Bulletins (SB)**
  - Process familiarization of Component Maintenance Manuals (CMM), Aircraft Maintenance Manuals (AMM), Illustrate parts List (IPL), Service Bulletins (SB) and Component Data Form (CDF) creation
  - Analysis and gathering of various source documents for the creation of CMM page blocks as per Clients requirement
  - Understanding IPL creation requirements (Exploded views, parts lists, adding and deleting Configuration).

➤ **Customer** : Diehl Air Cabins (Hamburg), (Bombardier global 7000)

➤ **Duration** : November 2018 to till now

➤ **Role Description** :

- Creating and updating of Component maintenance manuals (CMM) for Bombardier global 7000 Aircrafts.
- Technical and quality controller for CMM jobs.
- Involved in Production and Quality Aspects.

➤ **Scope of work:**

- Creation and Revisions of Component Maintenance Manuals of **Bombardier global 7000**.
- Authoring the component's description, operation, repair, assembly and disassembly procedures with the inputs and specifications using **PLIP, ARDOS**.
- Creation/revision of the Illustrated Part List (IPL) by analyzing the Bill of Materials (BOM) and Engineering drawings.
- Study of Engineering inputs/change notices/specifications, analysis of discrepancies and finalization of requirements.
- Maintain quality in Authoring, Proof Reading and Delivery Process.
- Trained in Aerospace Technical Publications standards, tool and working process.
- Analysis and gathering of various source documents for creation of CMM page blocks as per Clients requirement.
- Understanding IPL creation requirements (Exploded views, parts lists, adding and deleting Configuration).

➤ **SPECIFICATIONS:**

- ATA100
- ATA ispec 2200
- S1000D basics
- ASD-STE 100.

➤ **TECHNICAL SKILLS:**

- Arbortext Epic Editor (SGML and XML)
- Adobe Frame Maker

- Em Editor
- MS Office
- ARDOS
- PLIP.

➤ **PROFESSIONAL ACHIEVEMENTS:**

- Received associate of the month(AOM) for months of Dec-17, Oct-18 and Mar-19
- Received outstanding team performance awards in Jan-18 and Mar-19.
- Received 100% quality score from the customer in creating the Bombardier CMM's.
- Have been successful in providing ideas which had led to process improvements .

➤ **PERSONAL PROFILE:**

Father's Name : Manda laxma reddy  
Date of Birth : 03/03/1994  
Sex : Male  
Nationality : Indian  
Languages Known : Telugu, English and Hindi  
Hobbies : Playing professional volleyball, reading chetan bhagat books.

➤ **Declaration:**

I declare that above statements are true to the best of my knowledge and I am personally responsible for the authenticity of the same.

**PLACE:** Hyderabad (INDIA)

**DATE:** 20-04-2020

**(Manda suminder reddy)**