

MURALI KATHIRMANI

TECHNICAL WRITER

CONTACT

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EDUCATION

BACHELORS IN MECHANICAL
ENGINEERING • APRIL 2016

Anna University – First Class.

ST. MARYS AI HR SEC SCHOOL
HSC – 2012.

KEY SKILLS

- Microsoft office Tools
 - Word
 - PowerPoint
 - Excel.
- Authoring Tools
 - Oxygen XML Author
 - Madcap Flare.
- Content Management Tools
 - Confluence
 - ZOHO WorkDrive
 - GitHub
 - SharePoint.

PROFILE

With over 6 years of experience in safety engineering and product development, I have developed skills in preparing SOPs, safety content, and training materials tailored to client needs. These experiences have equipped me with the ability to simplify complex information and create clear, user-friendly documentation, which I am eager to apply in a Technical Writing role.

EXPERIENCE

SR.EX. PRODUCT DEVELOPMENT • APRIL 2023 – PRESENT

NIST Global Pvt Ltd • Teynampet, Chennai.

- Created and structured training content by simplifying complex client documents, policies, and regulatory standards into clear, easy-to-understand materials.
- Authored detailed SOPs that align with local, national, and international regulations to ensure compliance and operational clarity.
- Collaborated with clients, SMEs, and internal teams to gather and validate technical information to ensure accuracy and consistency.
- Conducted research to ensure documentation aligns with regulatory and organizational standards.

ASSOCIATE MANAGER – OHSE • FEB 2020 – MARCH 2023

CBRE South Asia Pvt Ltd • Perungudi, Chennai.

- Managed projects across multiple client sites, ensuring EHS compliance, contractor documentation accuracy, and safety program execution.

- Markdown Support
 - Visual Code studio.
 - Dillinger.
- JIRA.
- Agile.
- Documentation Skills
 - SDLC / DDLC.
 - DITA.
 - Camtasia.
 - Snagit.
 - Writing and Documentation Skills.
 - Research and Analysis.
 - Visual Content Creation.
 - Collaboration and Communication.
- Project Management.

INTERESTS

- Technical Writing.
- Adventure sports.
- Pet parent.
- Environmental conservation.
- Travel.
- Martial arts.

- Reviewed and validated contractor safety documentation to align with client requirements and regulatory standards.
- Developed safety procedures, risk assessments, and training materials to support vendor operations and workplace safety.
- Conducted root cause analysis for incidents and near misses, implementing corrective actions and ensuring timely compliance reporting.
- Prepared project reports with safety metrics, compliance updates, and audit findings to inform clients and stakeholders.
- Led safety committee meetings, mock drills, and toolbox talks (TBT) to promote consistent safety practices.

SR. SAFETY ENGINEER • SEPT 2018—JAN 2020

Voltech Engineer's Pvt Ltd • Chennai, India.

- Created and managed HIRA and SWMS documents for site-specific tasks.
- Inspected worksites, identified hazards, and documented control measures in line with legal and organizational standards.
- Presented safety practices during vendor review meetings with clients, including Siemens.
- Delivered safety training and maintained comprehensive OHSE documentation to support compliance and foster a positive safety culture.