

# **Curriculum Vitae**

## **IRPHAN SALAM**

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## **Professional Summary**

Detail-oriented and highly skilled freelance document writer with 7+ years of experience in drafting, editing, and formatting various types of documents. Adept at creating business proposals, legal agreements, official letters, reports, case studies, Product user-manuals and other professional documents with clarity and precision. Strong research and proofreading skills, ensuring high-quality content tailored to client requirements. Committed to maintaining confidentiality and meeting strict deadlines.

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## **Skills & Expertise**

- Document drafting and structuring (business, legal, corporate)
  - Editing, proofreading, and formatting
  - Research and content development
  - Business proposals and agreements
  - Technical writing and SOP development
  - Professional e-Mail communication
  - Compliance with industry-specific document standards
  - Confidentiality and data security
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## **Work Experience**

### **Freelance Document Writer**

Self-Employed | 7+ Years – Present

- Drafted and structured business proposals, contracts, legal agreements, and reports for various clients.
- Edited and proofread documents to enhance clarity, readability, and grammatical accuracy.
- Developed customized documents for corporate clients, startups, and individual professionals.
- Ensured compliance with standard documentation formats and legal guidelines.
- Conducted research for technical and business-related content development.
- Collaborated with clients to understand requirements and provide high-quality deliverables.

## **Key Achievements:**

- Successfully assisted 500+ clients in creating professional and legally sound documents.
  - Delivered over 1000+ high-quality documents with a 100% satisfaction rate.
  - Helped businesses streamline operations with well-structured policies and procedures.
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## **Education**

**Bachelor of commerce** (Sri. Raghavendra, 2010-2013)

Diploma in Business Administration (2013-2014)

IT Hardware and Networking CCNA+ (2013-2014)

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## **Software & Tools Proficiency**

- Microsoft Office Suite (Word, Excel, PowerPoint)
  - Google Docs and Sheets
  - Adobe Acrobat (PDF Editing & Formatting)
  - & Other Proofreading Tools
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## **Projects & Clientele**

- Motion Technologies / Xplore Inc. / Zebra Inc. – Merger Project
  - Zebra Inc. – Rugged Hardware User Manual Project
  - Mi-Corporation USA – Software License Rewrite Project
  - Volza – Import-Export Data Compilation Based on Export Bills
  - Benetnash Manpower LLC – Virtual HR Project
  - DU Telecom – Knowledge Base Development Project
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## **Languages**

To Read and write: English/Malayalam/Hindi

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