

Ishan Menon

Executive Assistant

IM

Lucknow, India ishan.menon@example.com Fictional sample

01 Professional profile

Executive Assistant with an illustrative 11-year career focused on executive coordination, meeting preparation and confidential administration. Core strengths include Calendar coordination, Meeting briefs and Travel planning. Selected examples describe the challenge, contribution and handover materials.

02 Professional experience

Jul 2022 - Present

Executive Assistant

Asterline Business Services · Lucknow

Delivered defined workstreams in executive coordination, meeting preparation and confidential administration, coordinating reviewers and delivery partners.

- Introduced briefing deadlines, a decision agenda and a confidential action record.
- Built a single itinerary record with confirmation status and relevant contact details.

Jul 2018 - Jun 2022

Executive Assistant

Northmere Business Services · Lucknow

Developed hands-on experience across executive coordination, meeting preparation and confidential administration, with a defined review process.

- Used calendar coordination and action tracking on assigned work; recorded decisions so colleagues could understand the approach.
- Prepared handover materials and incorporated specialist feedback before closing the workstream.

Jul 2015 - Jun 2018

Operations Coordinator

Cedarfield Business Services · Lucknow

Built foundations through supported assignments, observation and practical feedback.

- Assisted with meeting briefs and document control, checking work with an experienced reviewer.
- Kept organised work records and developed clear handover habits through supervised practice.

EXPERTISE

Core capabilities

Calendar coordination

Meeting briefs

Travel planning

Action tracking

Document control

Stakeholder liaison

SELECTED WORK

Executive meeting rhythm

Meeting pack and action tracker

Travel coordination system

Travel brief and change checklist

LANGUAGES

English - professional working
Hindi - professional working

CAREER CONTEXT

11 years in this illustrative career.

Three appointments.

Full work examples on page 2.

03 Operational improvement work

Create space for the work that matters.

WORK EXAMPLE 01 / ILLUSTRATIVE	Context Important decisions lacked supporting material at the right time.
Executive meeting rhythm	Contribution Introduced briefing deadlines, a decision agenda and a confidential action record.
Prepared for handover Meeting pack and action tracker	

WORK EXAMPLE 02 / ILLUSTRATIVE	Context Itinerary changes were not reflected in all handover notes.
Travel coordination system	Contribution Built a single itinerary record with confirmation status and relevant contact details.
Prepared for handover Travel brief and change checklist	

04 Education

2013 – 2015

Postgraduate Diploma in Executive Administration

Asterbridge Institute of Professional Studies

Specialist study with a practice focus on calendar coordination and meeting briefs.

2009 – 2013

Bachelor-level study in the relevant discipline

Cedarhaven College of Applied Studies

Foundation study, practical assignments and supervised learning. Fictional institution and qualification record.

05 Professional development

2024

Calendar coordination - advanced practice workshop

Scenario exercises and peer review in executive coordination, meeting preparation and confidential administration.

2025

Action tracking - reflective practice seminar

Applied learning reviewed through a bounded example and a written reflection.

Continuing learning examples, not licences or independently verified certifications.

06 Practice & evidence notes

Work focus	Evidence status	Contribution scope
Executive coordination, meeting preparation and confidential administration	Illustrative work descriptions; no source artefacts attached	Owned the stated workstream, not all team outcomes

Every employer and institution in this CV is fictional. The two work examples describe individual contributions; supporting artefacts and externally measured outcomes are not supplied. Replace example information with accurate records and permission-cleared work before using this CV.