

Vani Menon

Chief Operating Officer

VM

Surat, India vani.menon@example.com Fictional sample

01 Professional profile

Chief Operating Officer with an illustrative 18-year career focused on cross-functional delivery, operating models and execution governance. Core strengths include Operating model design, Capacity planning and Process governance. Selected examples describe the challenge, contribution and handover materials.

EXPERTISE

Core capabilities

Operating model design

Capacity planning

Process governance

Transformation

Leadership

Performance reviews

SELECTED WORK

Operating model renewal

Operating model and governance calendar

Multi-site readiness

Readiness assessment and implementation roadmap

LANGUAGES

English - professional working

Hindi - professional working

CAREER CONTEXT

18 years in this illustrative career.

Three appointments.

Full work examples on page 2.

02 Professional experience

Jul 2021 - Present

Chief Operating Officer

Asterline Enterprise Group · Surat

Delivered defined workstreams in cross-functional delivery, operating models and execution governance, coordinating reviewers and delivery partners.

- Defined service ownership and cross-functional decision rights with functional leaders.
- Created a common readiness framework while preserving documented local constraints.

Jul 2015 - Jun 2021

Chief Operating Officer

Northmere Enterprise Group · Surat

Supported progressively more complex work in cross-functional delivery, operating models and execution governance, with a defined review process.

- Used operating model design and transformation on assigned work; recorded decisions so colleagues could understand the approach.
- Prepared handover materials and incorporated specialist feedback before closing the workstream.

Jul 2008 - Jun 2015

Business Analyst

Cedarfield Enterprise Group · Surat

Built foundations through supported assignments, observation and practical feedback.

- Assisted with capacity planning and leadership, checking work with an experienced reviewer.
- Kept organised work records and developed clear handover habits through supervised practice.

03 Leadership mandates

Translate ambition into an operating system.

WORK EXAMPLE 01 / ILLUSTRATIVE

Operating model renewal

Context

Teams delivered well individually but handoffs remained unclear.

Contribution

Defined service ownership and cross-functional decision rights with functional leaders.

Prepared for handover

Operating model and governance calendar

WORK EXAMPLE 02 / ILLUSTRATIVE

Multi-site readiness

Context

Sites interpreted delivery standards differently.

Contribution

Created a common readiness framework while preserving documented local constraints.

Prepared for handover

Readiness assessment and implementation roadmap

04 Education

2005 – 2008

MBA in Operations Strategy

Asterbridge Institute of Professional Studies

Specialist study with a practice focus on operating model design and capacity planning.

2001 – 2005

Bachelor of Commerce

Cedarhaven College of Applied Studies

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

05 Professional development

2024

Operating model design - advanced practice workshop

Scenario exercises and peer review in cross-functional delivery, operating models and execution governance.

2025

Transformation - 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
Cross-functional delivery, operating models and execution governance	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.