

Dev Joshi

Airport Operations Executive

DJ

Indore, India dev.joshi@example.com Fictional sample

01 Professional profile

Airport Operations Executive with an illustrative 11-year career focused on airport service coordination and operational readiness records. Core strengths include Operations coordination, Turnaround awareness and Stakeholder liaison. Selected examples describe the challenge, contribution and handover materials.

02 Professional experience

Jul 2022 - Present

Airport Operations Executive

Asterline Aviation Services · Indore

Delivered defined workstreams in airport service coordination and operational readiness records, coordinating reviewers and delivery partners.

- Consolidated readiness notes and coordinated updates with responsible teams.
- Structured observation records and summarised patterns for operational review.

Jul 2018 - Jun 2022

Airport Operations Executive

Northmere Aviation Services · Indore

Developed hands-on experience across airport service coordination and operational readiness records, with a defined review process.

- Used operations coordination and readiness checks 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

Supervised Operations Appointment

Cedarfield Aviation Services · Indore

Built foundations through supported assignments, observation and practical feedback.

- Assisted with turnaround awareness and incident records, checking work with an experienced reviewer.
- Kept organised work records and developed clear handover habits through supervised practice.

EXPERTISE

Core capabilities

Operations coordination

Turnaround awareness

Stakeholder liaison

Readiness checks

Incident records

Shift handover

SELECTED WORK

Shift readiness review

Illustrative operations register and handover brief

Passenger flow observation

Observation study and coordination notes

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 experience

Keep every handoff in view.

WORK EXAMPLE 01 / ILLUSTRATIVE Shift readiness review Prepared for handover Illustrative operations register and handover brief	Context Pending operational issues lacked consistent ownership across shifts. Contribution Consolidated readiness notes and coordinated updates with responsible teams.
WORK EXAMPLE 02 / ILLUSTRATIVE Passenger flow observation Prepared for handover Observation study and coordination notes	Context Service bottlenecks were reported without time or location context. Contribution Structured observation records and summarised patterns for operational review.

04

Education

2013 – 2015 Postgraduate Diploma in Airport Operations Asterbridge Institute of Professional Studies Specialist study with a practice focus on operations coordination and turnaround awareness.
2009 – 2013 Foundational aviation studies and supervised training Cedarhaven College of Applied Studies Foundation study, practical assignments and supervised learning. Fictional institution and qualification record.

05

Professional development

2024 Operations coordination - advanced practice workshop Scenario exercises and peer review in airport service coordination and operational readiness records.
2025 Readiness checks - 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

Operational scope	Licence / authorisation	Working boundary
Airport service coordination and operational readiness records	Not supplied; requires real-world verification	Follow employer procedures and authorised supervision

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.