

Diya Joshi

Logistics Coordinator

DJ

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

01 Professional profile

Logistics Coordinator with an illustrative 11-year career focused on shipment coordination and clear exception communication. Core strengths include Shipment tracking, Dispatch coordination and Transport documents. Selected examples describe the challenge, contribution and handover materials.

EXPERTISE

Core capabilities

Shipment tracking

Dispatch coordination

Transport documents

Vendor communication

Exception handling

Delivery records

SELECTED WORK

Shipment visibility record

Shipment tracker and escalation guide

Dispatch handover

Dispatch checklist and handover record

LANGUAGES

English - professional working

Hindi - professional working

CAREER CONTEXT

11 years in this illustrative career.

Three appointments.

Full work examples on page 2.

02 Professional experience

Jul 2022 - Present

Logistics Coordinator

Asterline Supply Network · Indore

Delivered defined workstreams in shipment coordination and clear exception communication, coordinating reviewers and delivery partners.

- Created a shared event record and clarified which updates required supporting documentation.
- Introduced a completeness check before handing shipments to the transport partner.

Jul 2018 - Jun 2022

Logistics Coordinator

Northmere Supply Network · Indore

Supported progressively more complex work in shipment coordination and clear exception communication, with a defined review process.

- Used shipment tracking and vendor communication 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

Logistics Associate

Cedarfield Supply Network · Indore

Built foundations through supported assignments, observation and practical feedback.

- Assisted with dispatch coordination and exception handling, checking work with an experienced reviewer.
- Kept organised work records and developed clear handover habits through supervised practice.

03 Supply-chain initiatives

Keep the shipment and the information moving.

WORK EXAMPLE 01 / ILLUSTRATIVE

Shipment visibility record

Context

Status updates differed between internal teams and transport partners.

Contribution

Created a shared event record and clarified which updates required supporting documentation.

Prepared for handover

Shipment tracker and escalation guide

WORK EXAMPLE 02 / ILLUSTRATIVE

Dispatch handover

Context

Dispatch teams lacked complete contact and delivery instructions.

Contribution

Introduced a completeness check before handing shipments to the transport partner.

Prepared for handover

Dispatch checklist and handover record

04 Education

2013 – 2015

Postgraduate Diploma in Logistics Management

Asterbridge Institute of Professional Studies

Specialist study with a practice focus on shipment tracking and dispatch coordination.

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

Shipment tracking - advanced practice workshop

Scenario exercises and peer review in shipment coordination and clear exception communication.

2025

Vendor communication - 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
Shipment coordination and clear exception communication	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.