

Vivaan Joshi

E-Commerce Executive



Surat, India vivaan.joshi@example.com Fictional sample

01 Professional profile

E-Commerce Executive with an illustrative 11-year career focused on catalogue quality, order coordination and online store operations. Core strengths include Catalogue management, Product content and Order coordination. Selected examples describe the challenge, contribution and handover materials.

02 Professional experience

Jul 2022 - Present

E-Commerce Executive

Asterline Retail Group · Surat

Delivered defined workstreams in catalogue quality, order coordination and online store operations, coordinating reviewers and delivery partners.

- Standardised product fields and checked a pilot catalogue against an approved content specification.
- Grouped exceptions by required action and coordinated updates with fulfilment and support teams.

Jul 2018 - Jun 2022

E-Commerce Executive

Northmere Retail Group · Surat

Developed hands-on experience across catalogue quality, order coordination and online store operations, with a defined review process.

- Used catalogue management and marketplace operations 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

Retail Associate

Cedarfield Retail Group · Surat

Built foundations through supported assignments, observation and practical feedback.

- Assisted with product content and analytics, checking work with an experienced reviewer.
- Kept organised work records and developed clear handover habits through supervised practice.

EXPERTISE

Core capabilities

Catalogue management

Product content

Order coordination

Marketplace operations

Analytics

Quality checks

SELECTED WORK

Product catalogue cleanup

Catalogue dictionary and quality checklist

Order exception workflow

Order exception tracker and service 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 Retail & commerce work

Make the digital shelf work harder.

WORK EXAMPLE 01 / ILLUSTRATIVE	Context Listings used inconsistent attributes and image requirements. Contribution Standardised product fields and checked a pilot catalogue against an approved content specification.
Product catalogue cleanup	
Prepared for handover Catalogue dictionary and quality checklist	

WORK EXAMPLE 02 / ILLUSTRATIVE	Context Teams lacked a shared view of delayed or incomplete orders. Contribution Grouped exceptions by required action and coordinated updates with fulfilment and support teams.
Order exception workflow	
Prepared for handover Order exception tracker and service notes	

04 Education

2013 – 2015	Postgraduate Diploma in E-Commerce Operations Asterbridge Institute of Professional Studies Specialist study with a practice focus on catalogue management and product content.
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	Catalogue management - advanced practice workshop Scenario exercises and peer review in catalogue quality, order coordination and online store operations.
2025	Marketplace operations - 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
Catalogue quality, order coordination and online store operations	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.