

# Ved Joshi

## Professional Driver



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

### 01 Professional profile

Professional Driver with an illustrative 11-year career focused on professional transport coordination and responsible service records. Core strengths include Route planning, Vehicle checks and Passenger communication. Selected examples describe the challenge, contribution and handover materials.

### 02 Professional experience

Jul 2022 – Present

#### Professional Driver

Asterline Transport Services · Surat

Delivered defined workstreams in professional transport coordination and responsible service records, coordinating reviewers and delivery partners.

- Kept an updated trip record and confirmed service details through the designated coordinator.
- Documented pre-service observations and referred concerns to the responsible maintenance owner.

Jul 2018 – Jun 2022

#### Professional Driver

Northmere Transport Services · Surat

Built a scoped practice in professional transport coordination and responsible service records, with a defined review process.

- Used route planning and trip records 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

#### Service Associate

Cedarfield Transport Services · Surat

Built foundations through supported assignments, observation and practical feedback.

- Assisted with vehicle checks and schedule coordination, checking work with an experienced reviewer.
- Kept organised work records and developed clear handover habits through supervised practice.

#### EXPERTISE

##### Core capabilities

Route planning

Vehicle checks

Passenger communication

Trip records

Schedule coordination

Issue reporting

#### SELECTED WORK

##### Scheduled transport service

Illustrative trip sheet and handover log

##### Vehicle readiness record

Readiness record and follow-up 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 Service & delivery experience

*Dependable transport starts with preparation.*

WORK EXAMPLE 01 / ILLUSTRATIVE

### Scheduled transport service

**Context**

Trip changes were not consistently reflected in driver handovers.

**Contribution**

Kept an updated trip record and confirmed service details through the designated coordinator.

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**Prepared for handover**

Illustrative trip sheet and handover log

WORK EXAMPLE 02 / ILLUSTRATIVE

### Vehicle readiness record

**Context**

Repeated vehicle observations were not visible before the next assignment.

**Contribution**

Documented pre-service observations and referred concerns to the responsible maintenance owner.

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**Prepared for handover**

Readiness record and follow-up notes

04 Education

2013 – 2015

### Diploma in Professional Transport Operations

Asterbridge Institute of Professional Studies

Specialist study with a practice focus on route planning and vehicle checks.

2009 – 2013

### Foundational vocational training and supervised apprenticeship

Cedarhaven College of Applied Studies

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

05 Professional development

2024

### Route planning - advanced practice workshop

Scenario exercises and peer review in professional transport coordination and responsible service records.

2025

### Trip records - 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                                      |
|---------------------------------------------------------------------|------------------------------------------------|-------------------------------------------------------|
| Professional transport coordination and responsible service 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.