

Myra Joshi

Courier

MJ

Bengaluru, India myra.joshi@example.com Fictional sample

01 Professional profile

Courier with an illustrative 11-year career focused on courier coordination and traceable collection-to-delivery records. Core strengths include Collection planning, Parcel handling and Route awareness. Selected examples describe the challenge, contribution and handover materials.

EXPERTISE

Core capabilities

Collection planning

Parcel handling

Route awareness

Delivery records

Customer communication

Exception reporting

SELECTED WORK

Collection route coordination

Illustrative collection sheet and handover log

Delivery exception notes

Exception register and dispatch update

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

Courier

Asterline Transport Services · Bengaluru

Delivered defined workstreams in courier coordination and traceable collection-to-delivery records, coordinating reviewers and delivery partners.

- Maintained a route-level collection record and confirmed exceptions with dispatch.
- Recorded clear reasons and next actions without exposing unnecessary recipient information.

Jul 2018 – Jun 2022

Courier

Northmere Transport Services · Bengaluru

Supported progressively more complex work in courier coordination and traceable collection-to-delivery records, with a defined review process.

- Used collection planning and delivery 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 · Bengaluru

Built foundations through supported assignments, observation and practical feedback.

- Assisted with parcel handling and customer communication, checking work with an experienced reviewer.
- Kept organised work records and developed clear handover habits through supervised practice.

03 Service & delivery experience

Handle every handover with care.

WORK EXAMPLE 01 / ILLUSTRATIVE

Collection route coordination

Context

Late collection changes caused unclear parcel handoffs.

Contribution

Maintained a route-level collection record and confirmed exceptions with dispatch.

Prepared for handover

Illustrative collection sheet and handover log

WORK EXAMPLE 02 / ILLUSTRATIVE

Delivery exception notes

Context

Failed delivery records lacked the information needed for follow-up.

Contribution

Recorded clear reasons and next actions without exposing unnecessary recipient information.

Prepared for handover

Exception register and dispatch update

04 Education

2013 – 2015

Diploma in Logistics Support

Asterbridge Institute of Professional Studies

Specialist study with a practice focus on collection planning and parcel handling.

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

Collection planning - advanced practice workshop

Scenario exercises and peer review in courier coordination and traceable collection-to-delivery records.

2025

Delivery 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
Courier coordination and traceable collection-to-delivery 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.