

Vivaan Joshi

E-Commerce Executive · FICTIONAL SAMPLE
Surat, India

Summary

Fictional demonstration candidate. All employers, education, projects, achievements and outcomes are illustrative and unverified. Not a real application or licence record. E-Commerce Executive with an illustrative 11-year career in customer-facing commercial operations and asset presentation. Combines product listings, catalogue management, order coordination with disciplined documentation, practical coordination and clear communication. The sample career progresses from focused execution to independent workstream ownership, with responsibilities and boundaries described for each appointment. Selected work includes catalogue quality programme, order exception workflow and product-page improvement. These examples explain the original problem, individual contribution, deliverables, review approach and remaining limitations rather than relying on unsupported headline claims. Prepared for experienced e-commerce executive opportunities requiring dependable delivery, thoughtful professional judgement and collaboration. The qualification narrative includes Postgraduate diploma in E-Commerce Operations. Every named organisation and outcome in this record is fictional; professional eligibility is not independently established. Turn a clear brief into dependable customer-facing commercial operations and asset presentation work: understand the context, apply product listings and catalogue management, record the evidence and explain the limitations before handover.

Experience

E-Commerce Executive - Meridian Retail and Property (fictional)

2024-07 - Present

Independent ownership of scoped e-commerce executive work, coordinating contributors and making review requirements explicit. Includes the first two selected work examples. Created verified-field checks and update ownership. Mapped exception types and handoff steps. Led brief clarification and prioritised work using product listings, catalogue management and order coordination. Raised unresolved constraints before committing to the next stage. Coordinated peer reviews and handover preparation; used a customer or category brief to distinguish completed work, assumptions and follow-up needs. Supported colleagues with practical examples of content qa and maintained a concise learning record after important assignments. Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

Senior E-Commerce Executive - Northline Retail and Property (fictional)

2020-07 - 2024-06

Owned defined assignments and supported cross-functional coordination. Developed deeper practice in order coordination and content qa. Aligned copy and imagery to approved product information. Translated incoming requirements into a sequenced plan and aligned responsibilities with the project or service owner. Applied marketplace operations and analytics to resolve delivery questions while maintaining source and decision notes. Introduced reusable working documents and reviewed exceptions with the responsible specialist rather than silently changing scope. Prepared a sales or service review so the next team could understand the work and

Skills

product listings

Applied to catalogue quality programme through documented preparation, execution and review.

catalogue management

Applied to order exception workflow through documented preparation, execution and review.

order coordination

Applied to product-page improvement through documented preparation, execution and review.

content QA

Applied to catalogue quality programme through documented preparation, execution and review.

marketplace operations

Applied to order exception workflow through documented preparation, execution and review.

analytics

Applied to product-page improvement through documented preparation, execution and review.

customer queries

Applied to catalogue quality programme through documented preparation, execution and review.

inventory sync

Applied to order exception workflow through documented preparation, execution and review.

Certifications

Customer discovery workshop

Meridian Professional Learning Studio (fictional) 2023 continuing learning - not a licence or certification Product listings and content qa in the context of e-commerce executive work. Used reflective exercises and a bounded practice example related to catalogue quality programme.

Commercial data quality practicum

Meridian Professional Learning Studio (fictional) 2024 continuing learning - not a licence or certification Catalogue

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remaining questions. Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

E-Commerce Executive - Cedarbridge Retail and Property (fictional)

2017-07 - 2020-06

Progressed from supported tasks to independently managed assignments, with review available for unfamiliar or higher-risk decisions. Handled recurring work involving product listings and catalogue management using a documented preparation and review process. Supported order exception workflow by organising inputs, maintaining issue notes and incorporating reviewer feedback. Coordinated colleagues and internal stakeholders using concise status updates, clear questions and agreed next steps. Improved record consistency through customer queries and documented handover expectations. Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

Assistant E-Commerce Executive - Cedarbridge Retail and Property (fictional)

2015-07 - 2017-06

Built practical foundations through supervised assignments, routine documentation and feedback from experienced colleagues. Assisted with product listings and order coordination within an agreed scope and escalated unfamiliar work. Prepared inputs and checked completeness before passing work to the responsible reviewer. Maintained task records and learned to communicate assumptions, constraints and observed problems clearly. Applied review feedback to subsequent assignments and developed a dependable working routine. Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

management and marketplace operations in the context of e-commerce executive work. Used reflective exercises and a bounded practice example related to order exception workflow.

Service coordination seminar

Meridian Professional Learning Studio (fictional) 2025 continuing learning - not a licence or certification Order coordination and analytics in the context of e-commerce executive work. Used reflective exercises and a bounded practice example related to product-page improvement.

Languages

English

professional working - fictional sample

Hindi

professional working - fictional sample

Education

Postgraduate diploma in E-Commerce Operations - Asterbridge Institute of Professional Studies (fictional institution)

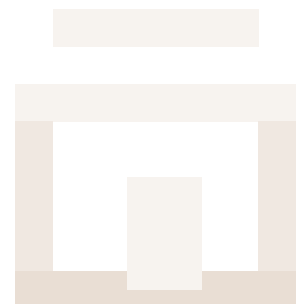
2014-07 - 2015-05

completed - fictional record product listings catalogue management content QA Specialist study on catalogue quality programme; an illustrative learning project, not a published result.

BBA in Digital Commerce - Cedarhaven College of Applied Studies (fictional institution)

2011-07 - 2014-05

completed - fictional record order coordination marketplace operations analytics Applied coursework in product listings, documentation and reviewed practical assignments.



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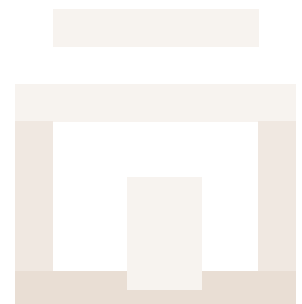
Projects

Catalogue quality programme

Fictional internal work programme in customer-facing commercial operations and asset presentation; not a real client case study. Problem: Listings contained inconsistent specifications. Objective: Create a workable response to this issue through product listings, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up. E-Commerce Executive; owned the stated workstream, not the full organisation or every collaborator contribution. Created verified-field checks and update ownership. Prepared the scope with the commissioning team, identified unresolved inputs and used product listings to turn the brief into a sequenced work package. Applied catalogue management and order coordination while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes. Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed. Methods: product listings; catalogue management; order coordination; content QA Deliverables: Catalogue quality programme - scoped brief; Catalogue quality programme - reviewed working package; Catalogue quality programme - handover and learning summary Review: Reviewed the scoped output against the agreed brief, recorded exceptions and checked that key conclusions could be traced to observations. The review package calls for a customer or category brief and a named human reviewer. Illustrative outcome: the team adopted a repeatable approach for catalogue quality programme, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied. Limitations: Synthetic demonstration only. Prices, listings and results are fictional. No property ownership, agency authorisation or verified customer review is represented. No underlying client documents, independently verified measurements or signed approval records are attached.

Order exception workflow

Fictional internal work programme in customer-facing commercial operations and asset presentation; not a real client case study. Problem: Stalled orders lacked clear resolution paths. Objective: Create a workable response to this issue through catalogue management, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up. E-Commerce Executive; owned the stated workstream, not the full organisation or every collaborator contribution. Mapped exception types and handoff steps. Prepared the scope with the commissioning team, identified unresolved inputs and used order coordination to turn the brief into a sequenced work package. Applied content qa and marketplace operations while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes. Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed. Methods: catalogue management; order coordination; content QA; marketplace operations Deliverables: Order exception workflow - scoped brief; Order exception workflow - reviewed working package; Order exception workflow - handover and learning summary Review: Reviewed



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the scoped output against the agreed brief, recorded exceptions and checked that key conclusions could be traced to observations. The review package calls for a operating and information-quality checklist and a named human reviewer. Illustrative outcome: the team adopted a repeatable approach for order exception workflow, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied. Limitations: Synthetic demonstration only. Prices, listings and results are fictional. No property ownership, agency authorisation or verified customer review is represented. No underlying client documents, independently verified measurements or signed approval records are attached.

Product-page improvement

Fictional internal work programme in customer-facing commercial operations and asset presentation; not a real client case study. Problem: Pages did not answer common purchase questions. Objective: Create a workable response to this issue through order coordination, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up. E-Commerce Executive; owned the stated workstream, not the full organisation or every collaborator contribution. Aligned copy and imagery to approved product information. Prepared the scope with the commissioning team, identified unresolved inputs and used marketplace operations to turn the brief into a sequenced work package. Applied analytics and customer queries while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes. Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed. Methods: order coordination; content QA; marketplace operations; analytics Deliverables: Product-page improvement - scoped brief; Product-page improvement - reviewed working package; Product-page improvement - handover and learning summary Review: Reviewed the scoped output against the agreed brief, recorded exceptions and checked that key conclusions could be traced to observations. The review package calls for a sales or service review and a named human reviewer. Illustrative outcome: the team adopted a repeatable approach for product-page improvement, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied. Limitations: Synthetic demonstration only. Prices, listings and results are fictional. No property ownership, agency authorisation or verified customer review is represented. No underlying client documents, independently verified measurements or signed approval records are attached.

Achievements

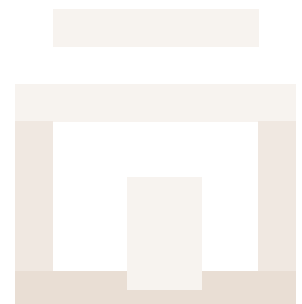
Catalogue quality programme

Created verified-field checks and update ownership. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

Order exception workflow

Mapped exception types and handoff steps. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

Product-page improvement





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Aligned copy and imagery to approved product information. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

