



MIRA JOSHI

Fleet Manager

vehicle scheduling, maintenance coordination, driver communication

Pune, India | mira.joshi@example.com | ROLE 37-06

FICTIONAL SAMPLE - all employers, qualifications and outcomes are illustrative and unverified.

EXECUTIVE SUMMARY

Fleet Manager with an illustrative 11-year career in supply networks, purchasing and material operations. Combines vehicle scheduling, maintenance coordination, driver communication 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 fleet availability programme, trip documentation review and fleet cost visibility. These examples explain the original problem, individual contribution, deliverables, review approach and remaining limitations rather than relying on unsupported headline claims. Prepared for experienced fleet manager opportunities requiring dependable delivery, thoughtful professional judgement and collaboration. The qualification narrative includes Postgraduate diploma in Fleet Operations. Every named organisation and outcome in this record is fictional; professional eligibility is not independently established.

AT A GLANCE

11 years ILLUSTRATIVE CAREER	4 CAREER APPOINTMENTS	3 WORK EXAMPLES	2 EDUCATION RECORDS
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CORE COMPETENCIES

- vehicle scheduling / maintenance coordination
- driver communication / cost tracking
- route planning / service records
- vendor liaison / operational reporting

PROFESSIONAL MISSION

Turn a clear brief into dependable supply networks, purchasing and material operations work: understand the context, apply vehicle scheduling and maintenance coordination, record the evidence and explain the limitations before handover.

Career family: Logistics, Supply Chain & Procurement | Snapshot: 2026-09-22

PROFESSIONAL EXPERIENCE / RECENT

Fleet Manager

Meridian Supply Operations (fictional)

Jul 2024 - Present | Pune, India

Independent ownership of scoped fleet manager work, coordinating contributors and making review requirements explicit. Includes the first two selected work examples.

- Aligned schedules and tracked readiness constraints.
- Introduced reviewed trip and exception logs.
- Led brief clarification and prioritised work using vehicle scheduling, maintenance coordination and driver communication. Raised unresolved constraints before committing to the next stage.
- Coordinated peer reviews and handover preparation; used a planning and assumptions workbook to distinguish completed work, assumptions and follow-up needs.
- Supported colleagues with practical examples of cost tracking and maintained a concise learning record after important assignments.

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

Fleet Operations Lead

Northline Supply Operations (fictional)

Jul 2020 - Jun 2024 | Pune, India

Owned defined assignments and supported cross-functional coordination. Developed deeper practice in driver communication and cost tracking.

- Reconciled usage records and service expenses.
- Translated incoming requirements into a sequenced plan and aligned responsibilities with the project or service owner.
- Applied route planning and service records 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 operating improvement and handover record so the next team could understand the work and remaining questions.

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

PROFESSIONAL WORKING PRINCIPLES

- Define demand, service expectations and operating constraints before planning.
- Maintain traceability across stock, orders, suppliers and transport handoffs.
- Separate forecast assumptions from observed performance and record exceptions.

PROFESSIONAL EXPERIENCE / EARLIER

Fleet Supervisor

Cedarbridge Supply Operations (fictional)

Jul 2017 - Jun 2020 | Pune, India

Progressed from supported tasks to independently managed assignments, with review available for unfamiliar or higher-risk decisions.

- Handled recurring work involving vehicle scheduling and maintenance coordination using a documented preparation and review process.
- Supported trip documentation review 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 vendor liaison and documented handover expectations.

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

Transport Coordinator

Cedarbridge Supply Operations (fictional)

Jul 2015 - Jun 2017 | Pune, India

Built practical foundations through supervised assignments, routine documentation and feedback from experienced colleagues.

- Assisted with vehicle scheduling and driver communication 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.

SELECTED CONTRIBUTIONS

Fleet availability programme. Aligned schedules and tracked readiness constraints. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

Trip documentation review. Introduced reviewed trip and exception logs. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

Fleet cost visibility. Reconciled usage records and service expenses. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

SELECTED WORK / 01

Fleet availability programme

P1 | Jan 2025 - Jun 2025 | FICTIONAL WORK EXAMPLE

Context. Fictional internal work programme in supply networks, purchasing and material operations; not a real client case study.

Problem. Maintenance plans conflicted with service demand.

Objective. Create a workable response to this issue through vehicle scheduling, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up.

Contribution and ownership. Fleet Manager; owned the stated workstream, not the full organisation or every collaborator contribution.

- Aligned schedules and tracked readiness constraints.
- Prepared the scope with the commissioning team, identified unresolved inputs and used vehicle scheduling to turn the brief into a sequenced work package.
- Applied maintenance coordination and driver communication 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. vehicle scheduling / maintenance coordination / driver communication / cost tracking

Deliverables. Fleet availability programme - scoped brief; Fleet availability programme - reviewed working package; Fleet availability 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 planning and assumptions workbook and a named human reviewer.

Illustrative outcome: the team adopted a repeatable approach for fleet availability programme, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied.

Suggested evidence (not supplied): planning and assumptions workbook; traceability or supplier review; operating improvement and handover record.

SPECIALIST PRACTICE

Commercial and operating scope

The sample focuses on vehicle scheduling, maintenance coordination, driver communication. Approvals, supervision and specialist input are identified in each work package; work outside this scope is referred to the designated responsible person.

Peer learning and practical guidance. Created short examples on vehicle scheduling and cost tracking for colleagues. Separated personal preferences from agreed team procedures and recorded useful questions.

Review and handover discipline. Facilitated practical reviews of trip documentation review, ensuring that unresolved issues retained a named owner rather than disappearing from final presentations.

Suppliers, shipment data and savings are illustrative; no purchasing authority or real vendor endorsement is implied.

SELECTED WORK / 02 AND 03

Trip documentation review

P2 | Jan 2026 - Jun 2026 | Meridian Supply Operations (fictional)

Problem. Journey records were not consistently complete.

Objective. Create a workable response to this issue through maintenance coordination, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up.

Ownership. Fleet Manager; owned the stated workstream, not the full organisation or every collaborator contribution.

- Introduced reviewed trip and exception logs.
- Prepared the scope with the commissioning team, identified unresolved inputs and used driver communication to turn the brief into a sequenced work package.
- Applied cost tracking and route planning 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. maintenance coordination / driver communication / cost tracking / route planning

Delivered. Trip documentation review - scoped brief; Trip documentation review - reviewed working package; Trip documentation review - handover and learning summary

Illustrative outcome: the team adopted a repeatable approach for trip documentation review, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied.

Suggested evidence (not supplied): planning and assumptions workbook; traceability or supplier review; operating improvement and handover record.

Fleet cost visibility

P3 | Jan 2021 - Jun 2021 | Northline Supply Operations (fictional)

Problem. Costs could not be linked to operating patterns.

Objective. Create a workable response to this issue through driver communication, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up.

Ownership. Fleet Manager; owned the stated workstream, not the full organisation or every collaborator contribution.

- Reconciled usage records and service expenses.
- Prepared the scope with the commissioning team, identified unresolved inputs and used route planning to turn the brief into a sequenced work package.
- Applied service records and vendor liaison 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. driver communication / cost tracking / route planning / service records

Delivered. Fleet cost visibility - scoped brief; Fleet cost visibility - reviewed working package; Fleet cost visibility - handover and learning summary

Illustrative outcome: the team adopted a repeatable approach for fleet cost visibility, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied.

Suggested evidence (not supplied): planning and assumptions workbook; traceability or supplier review; operating improvement and handover record.

EDUCATION AND SPECIALIST LEARNING

Postgraduate diploma in Fleet Operations

Asterbridge Institute of Professional Studies (fictional institution)

Jul 2014 - May 2015 | completed - fictional record

Focus: vehicle scheduling, maintenance coordination, cost tracking. Specialist study on fleet availability programme; an illustrative learning project, not a published result.

Bachelor's in Transport Management

Cedarhaven College of Applied Studies (fictional institution)

Jul 2011 - May 2014 | completed - fictional record

Focus: driver communication, route planning, service records. Applied coursework in vehicle scheduling, documentation and reviewed practical assignments.

CONTINUING PROFESSIONAL DEVELOPMENT

Supply-chain planning workshop (2023). Vehicle scheduling and cost tracking in the context of fleet manager work. Used reflective exercises and a bounded practice example related to fleet availability programme.

Commercial documentation practicum (2024). Maintenance coordination and route planning in the context of fleet manager work. Used reflective exercises and a bounded practice example related to trip documentation review.

Operational analytics lab (2025). Driver communication and service records in the context of fleet manager work. Used reflective exercises and a bounded practice example related to fleet cost visibility.

Provider for these illustrative learning records: Meridian Professional Learning Studio (fictional). Not a licence or certification.

LANGUAGES AND WORKING PREFERENCES

English and Hindi - professional working proficiency in this fictional record.

Work arrangement: onsite or hybrid by role requirements. Relocation: open to discussion - sample preference.

Availability: not confirmed; discuss before an interview.

CREDENTIAL AND EVIDENCE STATUS

Suppliers, shipment data and savings are illustrative; no purchasing authority or real vendor endorsement is implied.

Synthetic qualification and institution names illustrate profile fields only; they are not a validated qualification route or recognised accreditation claim.

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Complete machine-readable data: profile.json. Interactive companion: portfolio.html. Reference CV used for structure only; this is not Ajay Prajapat's biography.