



VIVAAN JOSHI

E-Commerce Executive

product listings, catalogue management, order coordination

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

EXECUTIVE SUMMARY

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.

AT A GLANCE

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

- product listings / catalogue management
- order coordination / content QA
- marketplace operations / analytics
- customer queries / inventory sync

PROFESSIONAL MISSION

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.

Career family: Retail, E-Commerce & Property Services | Snapshot: 2026-09-22

PROFESSIONAL EXPERIENCE / RECENT

E-Commerce Executive

Meridian Retail and Property (fictional)

Jul 2024 - Present | Surat, India

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)

Jul 2020 - Jun 2024 | Surat, India

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 remaining questions.

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

PROFESSIONAL WORKING PRINCIPLES

- Clarify customer needs and approved product or service information.
- Maintain accurate records and coordinate promises with fulfilment or specialist owners.
- Use transparent descriptions and document commercial or operational exceptions.

PROFESSIONAL EXPERIENCE / EARLIER

E-Commerce Executive

Cedarbridge Retail and Property (fictional)

Jul 2017 - Jun 2020 | Surat, India

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)

Jul 2015 - Jun 2017 | Surat, India

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.

SELECTED CONTRIBUTIONS

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

SELECTED WORK / 01

Catalogue quality programme

P1 | Jan 2025 - Jun 2025 | FICTIONAL WORK EXAMPLE

Context. 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.

Contribution and ownership. 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.

Suggested evidence (not supplied): customer or category brief; operating and information-quality checklist; sales or service review.

SPECIALIST PRACTICE

Commercial representations

The sample focuses on product listings, catalogue management, order coordination. 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 product listings and content qa for colleagues. Separated personal preferences from agreed team procedures and recorded useful questions.

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

Prices, listings and results are fictional. No property ownership, agency authorisation or verified customer review is represented.

SELECTED WORK / 02 AND 03

Order exception workflow

P2 | Jan 2026 - Jun 2026 | Meridian Retail and Property (fictional)

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.

Ownership. 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

Delivered. Order exception workflow - scoped brief; Order exception workflow - reviewed working package; Order exception workflow - handover and learning summary

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.

Suggested evidence (not supplied): customer or category brief; operating and information-quality checklist; sales or service review.

Product-page improvement

P3 | Jan 2021 - Jun 2021 | Northline Retail and Property (fictional)

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.

Ownership. 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

Delivered. Product-page improvement - scoped brief; Product-page improvement - reviewed working package; Product-page improvement - handover and learning summary

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.

Suggested evidence (not supplied): customer or category brief; operating and information-quality checklist; sales or service review.

EDUCATION AND SPECIALIST LEARNING

Postgraduate diploma in E-Commerce Operations

Asterbridge Institute of Professional Studies (fictional institution)
Jul 2014 - May 2015 | completed - fictional record
Focus: 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)
Jul 2011 - May 2014 | completed - fictional record
Focus: order coordination, marketplace operations, analytics. Applied coursework in product listings, documentation and reviewed practical assignments.

CONTINUING PROFESSIONAL DEVELOPMENT

Customer discovery workshop (2023). 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 (2024). Catalogue 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 (2025). 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.

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

Prices, listings and results are fictional. No property ownership, agency authorisation or verified customer review is represented.

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

No real referee, endorsement, award, publication, membership or licence is supplied.

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Contact placeholder: vivaan.joshi@example.com. No phone, live profile URL or verified reference is supplied.

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