

[Your Name]

[Target job title]

[City], [Country] · [Phone] · [Email] · [LinkedIn or website URL]

PROFESSIONAL SUMMARY

Operations analyst with six years of experience in supply chain and vendor management for consumer goods businesses. Cut order processing time by 30% by redesigning approval workflows across three warehouses. Skilled in Excel, SQL and Power BI, and comfortable coordinating with finance and logistics teams. Based in Pune, open to relocating, with a notice period of 60 days.

Example text — rewrite it for your own role and results.

KEY SKILLS

[Skill] · [Skill] · [Skill] · [Tool or software] · [Tool or software] · [Method]

WORK EXPERIENCE

[Job title] — [Company name], [City]

[Month Year] – Present

- [Achievement with a number: what you did, for whom, and the result.]
- [Responsibility that matches the job you are applying for.]
- [Tool, process or project you improved, with scale or time saved.]

[Job title] — [Company name], [City]

[Month Year] – [Month Year]

- [Achievement with a number: what you did, for whom, and the result.]
- [Responsibility that matches the job you are applying for.]
- [Tool, process or project you improved, with scale or time saved.]

PROJECTS

- [Project or role] — [one line on what you did and the outcome]
- [Project or role] — [one line on what you did and the outcome]

EDUCATION

[Degree or qualification] — [University or institution], [City]

[Month Year] · [Grade or classification, if strong]

CERTIFICATIONS

- [Certification or licence], [Issuing body], [Number or date if relevant]
- [Certification or training], [Issuing body]

LANGUAGES AND ADDITIONAL INFORMATION

[Language] — [level, e.g. fluent / professional / basic]