MAYA PATEL

Leeds, United Kingdom · maya@example.invalid

SUMMARY

Operations analyst preparing SQL and Excel delivery reports for regional teams, investigating shipment exceptions and documenting handovers.

EXPERIENCE

Northbank Delivery (fictional) Leeds

Operations Analyst *Mar 2022 – Present*

- Prepared weekly delivery reports in SQL and Excel for 4 regional teams.
- Analysed late shipments and revised the dispatch checklist; missed deliveries fell 22% over the next quarter.
- Wrote handover notes and walked 6 colleagues through the updated escalation process.

Westbridge Retail (fictional) Leeds

Customer Support Coordinator *Sep 2019 – Feb 2022*

- Recorded delivery enquiries and kept customers informed while dispatch teams investigated.
- Summarised recurring delivery problems for the weekly operations meeting.

EDUCATION

Example University (fictional)

BSc, Business Analytics *Jun 2019*

SKILLS

Tools: SQL, Excel

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