MAYA PATEL

Leeds, United Kingdom · maya@example.invalid

SUMMARY

Operations analyst with experience preparing weekly reports and working with dispatch colleagues.

EXPERIENCE

Northbank Delivery (fictional) Leeds

Operations Analyst *Mar 2022 – Present*

- Each week I used SQL and Excel to put together delivery reports for 4 regional teams.
- I analysed late shipments and revised the dispatch checklist. Missed deliveries fell 22% over the next quarter.
- Wrote handover notes and showed 6 colleagues how to use 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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