

NITISH SAHU

EXECUTIVE - OPERATIONS

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Professional Summary

Extremely motivated to constantly develop my skills and grow professionally. I bring a strong background in operations, invigilation, and team support, with a focus on discipline, security, and effective communication in high-pressure environments.

Skills

- Proficient in MS Office
- Strong communication and networking abilities
- Team collaboration and leadership
- Multitasking and working under pressure
- Adaptability and flexibility in dynamic work environments

Professional Experience

British Council | Executive - Operations | May 2024 - Present

- Assist in delivering operational excellence in the delivery of high stake global exams.
- Adhere to domestic and global exams board specific procedures and policies.
- Manage and ensure all storage of exams material and information is secure, compliant and meets all procedures and policies.
- Support Exams operations, logistics and exam delivery by supporting pre and post exams.

British Council | Freelance Exam Invigilator | 2021 – 2024

- Ensure that candidates follow the agreed exam procedures regarding the location and security of their belongings
- To ensure that all test day invigilation standards and procedures are met
- To ensure safety and security of assigned test material throughout the testing process
- To act as the main point of contact for all candidates on test day
- Actively monitor candidates during tests to make sure that there is no violation of test conditions

Vestige Marketing Pvt Ltd | Business Developer | 2020 - 2024

- Trained and motivated new distributors on product sales and network growth
- Developed strategies for customer acquisition via online platforms
- Represented the brand through both online and offline channels

EDUCATION

Surendranath College, University of Calcutta

Bachelor of Commerce (B.Com)

- Completed core coursework in Accounting, Business Management, Economics.

Bholananda National Vidyalaya

Higher Secondary , Commerce Stream

- Focused on subjects such as Accountancy, Business Studies, and Economics.

LANGUAGES

- **Languages:** English, Hindi, Bengali, Odia

HOBBIES

- Reading
- Fitness and health
- Playing sports
- Travelling and exploring new cultures

PERSONAL DETAILS

- **Name - Nitish Sahu**
- **Date Of Birth - 11 August 1996**
- **Nationality - Indian**
- **Gender - Male**