

NAWAL KISHOR SAHU



CAREER OBJECTIVE

To secure the post of “HR Executive” in your company, where I can use my inter-personal skills while learning and contributing for the growth of the organization.

EDUCATION PROFILE

ICBM SCHOOL OF BUSINESS EXCELLENCE

Post Graduate Diploma in Management (P.G.D.M.) in Human Resource Management and Marketing
Hyderabad, Telangana
Graduated July (2018-2020)

C.M.D. COLLEGE

Bachelor of Commerce
Bilaspur, Chhattisgarh
Graduated May 2018

SHRI KAILASHPAT SINGHANIA HIGHER SECONDARY SCHOOL

HIGHER SECONDARY, CBSE BOARD
Bilaspur, Chhattisgarh
Graduated May 2015

SHRI KAILASHPAT SINGHANIA HIGHER SECONDARY SCHOOL

SECONDARY, CBSE BOARD
Bilaspur, Chhattisgarh
Graduated May 2013

WORKING EXPERIENCE (INTERNSHIP)

Worked in **Decathlon Sports India Pvt. Ltd.**

- ✓ Coordinated and assisted daily HR activities and interacting with other department team leads.
- ✓ Gathering, scanning, and sorting job applications and calling deserving candidates for interview process.
- ✓ Maintained and updated employee files and company documentation.
- ✓ Reviewed and revamped job description for various designations.

Worked on a project – “Factors Determining the Role of Brand in Purchase Decision of Sportswear”

CERTIFICATIONS

- 1) **STEP** (Standardised Test of English Proficiency) by THE HINDU GROUP with 10.9/12 score
- 2) **BEC** (Business English Certification) by Cambridge University
- 3) **Digital Marketing**

SKILLS

DOMAIN RELATED: - Talent Management
Wages and Salary
Recruitment
Pre-Employment Screening
Benefits and Compensation

TECHNOLOGICAL: - MS-Word ● ● ● ● ○
MS-PowerPoint ● ● ● ● ○
MS-Excel ● ● ○ ○ ○

SPECIAL INTERESTS

- Cricket
- Badminton
- Travelling

COMPETENCIES

- 1) Willingness to learn and can adopt any kind of environment.
- 2) Willing to work as a key player in challenging & creative environment.
- 3) Keen to learn new technologies.

LANGUAGES

English: Fluent

Hindi: Fluent

Chhattisgarhi: Native

EXTRA-CURRICULAR ACTIVITIES

- 1) Bagged several medals in sports activity during primary and secondary education.
- 2) My team bagged 2nd runner up in EDP (Entrepreneurship Development Program).
- 3) Bagged 3rd position in GMR Survey competition with my team.
- 4) Presented paper at 1st International Case Conference 2019 held at SivaSivani Institute of Management on the topic “Managerial Excellence in VUCA World”

PERSONAL INFORMATION

Name – Nawal Kishor Sahu

Date of Birth – 31 May 1996

Phone Number – 8085310998

Marital Status - Single

Permanent Address – siud Tehsil- Nawagarh District- Janjgir Champa,
Chhattisgarh Pin code-495668

Current Address – Pillar Number-179 Attapur, Upparpally, Rajendra Nagar, J-
Atlas Building, Hyderabad, Telangana Pin code-500048

Email Id – nawalsahu2016@gmail.com

LinkedIn - <https://www.linkedin.com/in/nawal-sahu-8b22b0167/>

DECLARATION

I hereby declare that the above stated details are true to the best of my knowledge.

Place: Hyderabad

Date: