



Kapil Kumar Rahul

HR Recruiter (IT SUPPORT & ADMIN)



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New Delhi



Personal Portfolio



KAPIL KUMAR RAHUL



KapilKumarR



PROFILE

To work in a dynamic, growth-oriented organization where I can utilize my skills in IT and Human Resources (HR). I aim to contribute to innovative projects while continuously enhancing my technical expertise and professional capabilities.



PROFESSIONAL EXPERIENCE

July 2025 – Present

Nehru Place, Delhi

ICON CONSULTANTS

HR Recruiter (IT Support & Admin)

- Managed **daily office operations**, including **inventory management**, **bill payments**, and **file organization**, ensuring a well-maintained and efficient workspace.
- Developed and maintained the **company website**, handling **email communications** and performing basic **cPanel hosting tasks** such as **managing websites, databases, and email accounts through its graphical interface**.
- Monitored and tracked **office expenses**, maintaining accurate records in a **ledger** to support financial transparency and accountability.
- Led the **end-to-end recruitment process**, including **candidate sourcing**, **resume screening**, **interview coordination**, and **offer management**, focusing on mid- to senior-level roles across various industries.
- Utilized major **job portals** like **Naukri**, **Shine**, **iimjobs**, **Apna**, and **LinkedIn** for posting job openings and managing candidate pipelines.
- Conducted **Boolean searches**, screened resumes, and shortlisted candidates, ensuring alignment with job requirements and organizational needs.
- Managed **HR operations**, including **onboarding**, **attendance tracking**, and maintaining up-to-date **employee records**, ensuring compliance with company policies.
- Prepared **HR reports** and maintained **compliance documentation**, such as signed policy forms and spreadsheets, to support organizational governance.
- Built and maintained a **candidate database**, categorizing potential hires by **skills, experience, and availability**, facilitating efficient recruitment processes.
- Led **business development efforts**, identifying new clients, building relationships, and gathering detailed staffing requirements to deliver tailored recruitment solutions.
- Contributed to **revenue growth** by successfully securing new client accounts and delivering effective recruitment services.

PROJECTS

August 2025 –
Present

Icon Consultants (Website)

Currently active

I designed and developed the official website for Icon Consultants using HTML, CSS, Bootstrap, and Django. The site highlights the company's services, contact details, about section, contact us. I also manage and maintain the website to ensure smooth performance and updates.

June 2025

API Backend for IMDb Clone (Api project)

I Built a backend for an IMDb-like movie platform featuring browsing, user ratings, and reviews. Designed and implemented RESTful APIs using Django REST Framework to manage movies, reviews, and streaming platforms. Ensured efficient communication via JSON-based endpoints.

2024

E-commerce Website (Website project)

Created a functional e-commerce site featuring product catalogs, shopping cart, secure checkout, and admin management dashboard.

SKILLS

Technical Skills

- Hardware troubleshooting & repair
- Network administration (LAN, routers, switches)
- Basic server / hosting / cPanel management
- Email systems / email administration
- Operating systems (Windows / Linux)
- Software installation, updates & maintenance
- Website management / website updates
- Microsoft Office Suite (Word, Excel, Outlook etc.)
- Basic financial tracking tools (spreadsheets etc.)

Key Soft Skills

- Effective Communication (both verbal & written)
- Active Listening
- Problem Solving & Troubleshooting
- Patience & Composure under Pressure
- Time Management & Prioritization
- Organization & Multitasking
- Teamwork & Collaboration

CERTIFICATES

DOTNET (.NET)

**The joy of Computing using
Python**

**Introduction to Operating
Systems**

**Database Management
System**

**Cricket Data Analysis Using
PostgreSQL
(Workshop)**

AWARDS

2023

Won the Third Prize Trophy in Youth Fest 2023 for the Hindi play Kanu-Priya.
MDU



INTERESTS

- Physical Fitness, Listening to music and Coding.



EDUCATION

April 2023 – June 2026 Faridabad, Haryana	(BCA) <i>Institute of management & Technology IMT, Faridabad affiliated with (MDU)</i>
July 2020 New Delhi	Higher Secondary (10th) <i>GBSSS, Badarpur Border No. 1</i>
July 2022 New Delhi	Senior Secondary (12th) <i>GBSSS, Badarpur Border No. 1</i>



PERSONAL DETAILS

Father's Name: Mr. Sheelendra Kumar Rahul
Date of Birth: 21-11-2004
Nationality: Indian
Marital Status: Unmarried
Languages Known: English and Hindi.



DECLARATION

I hereby declare that the above information is true and correct to the best of my knowledge.

Kapil Kumar Rahul
New Delhi, 2025