Kapil Kumar Rahul *IT Support*

✉ kapilkumarrahul@zohomail.in   📞 +91 81305 87559   📍 New Delhi

🔗 Personal Portfolio   in KAPIL KUMAR RAHUL   KapilKumarR

📇 PROFILE

Entry-level IT Support & Admin aspirant with basic experience in hardware, networking, and office administration, seeking to join a dynamic team where I can grow my technical skills, solve real-world problems, and contribute to smooth operations.

💼 PROFESSIONAL EXPERIENCE

July 2025 – Present
Nehru Place, Delhi

ICON CONSULTANTS
IT Support & Admin 🔗
- **Handled** everyday office tasks - **restocking supplies**, **paying invoices**, and **organizing files**.
- **Built** and **maintained** the company **website**, **updated content**, managed **emails** and performed basic **hosting** tasks using **cPanel**.
- **Troubleshot** computer issues - Gmail glitches, loose cables, slow network - ensuring work stayed **uninterrupted**.
- Keep office systems running smoothly; **resolve hardware and software problems quickly**, provide **clear communication**, support users to minimize **downtime**.
- **Maintained network infrastructure**: network racks, 12-port Dell switches, router, and LAN cables.
- **Tracked expenses**, kept financial records **precise**, logging receipts accurately in a neat ledger.

📁 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)

Database Management System

The joy of Computing using Python

Cricket Data Analysis Using PostgreSQL
  (Workshop)

Introduction to Operating Systems

🏅 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)
Institute of management & Technology IMT, Faridabad affiliated with (MDU)

July 2020
New Delhi

Higher Secondary (10th)
GBSSS, Badarpur Border No. 1

July 2022
New Delhi

Senior Secondary (12th)
GBSSS, Badarpur Border No. 1

👤 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