


KAPIL KUMAR RAHUL

Address: A-42, Ekta Vihar, Mithapur
Badarpur border, New Delhi -110044

 (Curriculum vitae)

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 **Email:** kapilkumarahul5@gmail.com


 **Email:** kapilkumarahul@zohomail.in

HR Recruiter (IT Support & Admin)

GitHub: KapilKumarR (<https://github.com/KapilKumarR>)

LinkedIn: KAPIL KUMAR RAHUL

+4 Months work experience

 **Career Objective:** 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.

Educational Qualifications:

- **(BCA)** - Institute of management & Technology IMT, Faridabad affiliated with **(MDU)**
Expected Graduation: **2026**
- Senior Secondary (12th) - GBSSS, Badarpur Border No. 1
- Higher Secondary (10th) - GBSSS, Badarpur Border No. 1

Certifications:

- DOTNET (.NET)
- The joy of Computing using Python
- Introduction to Operating Systems
- Database Management System
- Cricket Data Analysis Using PostgreSQL (Workshop)

Technical Skills:

- **Programming Languages** - Python, C#, C/C++
- **Web Technologies** - Django, Django REST Framework, ASP.NET, HTML/CSS, Bootstrap
- **Databases** - MySQL, SQLite, PostgreSQL
- **Tools & Technologies** - YAML, JSON, Git, Docker, Postman
- **Operating System** - Ubuntu, Linux Mint, Windows 7/10
- **Sourcing Software** - Naukri (Redex), Shine, iimjobs, Apna, LinkedIn
- **Others** - Excel (VLOOKUP-HLOOKUP-PIVOT), Microsoft office

Key Skills:

- Leadership & Team management
- Office administrator & HR coordinator
- Candidate Screening & recruitment support
- Communication & Coordination

Personal Strength:

- Good learner & Active Listener
- Confident & Positive Attitude

- problem solver & critical thinker

Achievements:

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

Projects:

1. 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

Technologies Used : Html, css, bootstrap, django , MySQL

Their Website link : www.iconconsultants.in

2. 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.

Technologies Used: Django REST Framework, SQLite, Postman

GitHub Link: (KapilKumarR/watchmate)

3. Personal Blog Website (Website project)

Developed a dynamic blogging platform with user authentication, comments, and content management using Django and Bootstrap.

Technologies Used: HTML, CSS, Bootstrap, Django, SQLite, JavaScript

GitHub Link: (KapilKumarR/Personal_Blog_Web)

4. E-commerce Website (Website project)

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

Technologies Used: HTML, CSS, Bootstrap, Django, MySQL, JavaScript

GitHub Link: (KapilKumarR/Ecommerce_Web)

Professional Experience:

1. HR Recruiter **(IT Support & Admin)**

Icon Consultants — Nehru Place, Delhi
JULY 2025 – at Present



- Handled daily office tasks like arranging supplies, managing bills, and organizing documents.
- Built and kept the company website updated; also managed emails and basic hosting admin c-panel.
- Fixed computer issues like Gmail, hardware, and network problems to keep work running smoothly.
- Tracked office expenses and kept simple, accurate financial records.
- Assisted in end-to-end recruitment including sourcing, screening, and coordinating interviews.
- Specialized in hiring for middle and senior management positions across various domains.
- Supported HR operations such as onboarding, attendance tracking, and employee records.
- Helped in preparing HR reports and maintaining compliance documentation.
- Hands-on experience with leading job portals (**Naukri, Shine, iimjobs, Apna, LinkedIn**) for end-to-end recruitment.
- Skilled in job posting, **Boolean search**, resume screening, and shortlisting candidates across multiple domains.
- Expertise in sourcing and hiring middle and senior management professionals through database search and targeted outreach.
- Proficient in managing applicant tracking, maintaining candidate databases, and enhancing employer branding via job portals.
- Maintained and updated a comprehensive databank of prospective candidates for current and future hiring needs.
- Created and organized candidate pipelines segmented by skills, experience, and availability for efficient recruitment.
- Ensured regular follow-ups and database hygiene to keep candidate information accurate and up to date.
- Leveraged the databank to reduce hiring turnaround time and support bulk/middle/senior-level recruitment.
- Conducted business development activities including client acquisition, relationship management, and requirement gathering.
- Collaborated with clients to understand manpower needs and provided tailored recruitment solutions.
- Assisted in expanding business opportunities by generating leads, pitching services, and negotiating with clients.
- Contributed to revenue growth through both recruitment delivery and business development support.

Hobbies:

Physical Fitness, Listening to music and Coding.

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.

Place: New Delhi

Date: / 09 /2025

Signature
(KAPIL KUMAR RAHUL)