



# Sunil Gupta

## Assistant IT Manager

📍 Bengaluru, Karnataka | 📞 +91 7892430507 | ✉️ [suniljyothi2000@gmail.com](mailto:suniljyothi2000@gmail.com)  
🌐 [linkedin.com/in/sunil-gupta-79891414](https://www.linkedin.com/in/sunil-gupta-79891414) | 🌐 [skgupta.vercel.app](https://skgupta.vercel.app)

Sunil Gupta is an Assistant IT Manager with a strong background in civil engineering and programming. He currently serves as Assistant IT Manager at Royal Orchid Hotels, where he oversees the efficient operation of the IT department and collaborates with cross-functional teams to address IT needs. Sunil is skilled in civil engineering, site development, and site planning, as well as programming languages such as C++ and JavaScript. He has experience in managing and maintaining IT infrastructure, providing technical support, and implementing IT security measures. Sunil's experience as a Site Engineer and Site Supervisor demonstrates his ability to oversee construction projects and ensure compliance with safety and quality standards. He holds a Diploma of Education in Civil Engineering from Brindavan College of Engineering and a Bachelor of Computer Application in Computer Science from REVA University. Sunil is committed to staying updated with the latest technological advancements and recommending innovative solutions to improve efficiency and customer experience.

### WORK EXPERIENCE

2023-08 - PRESENT

#### Assistant IT Manager

Royal Orchid Hotels

- Currently serving as Assistant IT Manager at Royal Orchid Hotels, overseeing the efficient operation of the IT department.
- Collaborate with cross-functional teams to identify and address IT needs, ensuring smooth and uninterrupted business operations.
- Manage and maintain the hotel's IT infrastructure, including hardware, software, and network systems.
- Provide technical support and troubleshooting for employees, resolving issues promptly to minimize downtime.
- Implement and enforce IT security measures to protect sensitive data and prevent unauthorized access.
- Conduct regular system audits and updates to ensure optimal performance and compliance with industry standards.
- Assist in the development and implementation of IT policies and procedures to streamline operations and enhance productivity.
- Stay updated with the latest technological advancements and recommend innovative solutions to improve efficiency and customer experience.

2021-09 - 2022-02

#### Site Engineer

RNDSS Projects

- Served as a Site Engineer, overseeing and managing various construction projects.
- Collaborated with cross-functional teams to ensure project timelines and deliverables were met.
- Conducted site inspections and assessments to ensure compliance with safety and quality standards.
- Coordinated with contractors and suppliers to ensure timely delivery of materials and equipment.
- Monitored project progress and provided regular updates to stakeholders.
- Implemented effective project management strategies to optimize efficiency and productivity.
- Resolved any issues or challenges that arose during construction, ensuring smooth project execution.
- Maintained accurate documentation and records of project activities.

2020-08 - 2020-12

#### Site Supervisor

Gupta Interior Works

- Effectively supervised site operations for Gupta Interior Works, ensuring timely completion of projects.
- Coordinated with contractors and subcontractors to ensure smooth workflow and adherence to project timelines.
- Monitored quality control and ensured compliance with safety regulations, resulting in zero workplace accidents.
- Managed a team of workers, providing guidance and support to maximize productivity and efficiency.
- Conducted regular site inspections to identify and address any issues or concerns promptly.
- Collaborated with clients to understand their requirements and provide solutions that met their expectations.
- Maintained accurate documentation of project progress, including daily reports and site records.

2018-07 - 2019-06

- Fostered positive relationships with clients, subcontractors, and team members to promote a collaborative and productive work environment.

## General Manager

Air Comfort Systems

- Led and managed the operations of Air Comfort Systems as the General Manager.
- Oversaw all aspects of the business, including sales, customer service, and team management.
- Implemented strategic initiatives to improve operational efficiency and increase profitability.
- Developed and maintained strong relationships with clients and suppliers, ensuring high levels of customer satisfaction.
- Led a team of employees, providing guidance, training, and support to achieve business objectives.
- Streamlined processes and procedures, resulting in improved productivity and cost savings.
- Implemented quality control measures to ensure the delivery of high-quality products and services.
- Successfully achieved business targets and exceeded performance expectations.

2018-01 - 2018-07

## Sales Associate

Air Comfort Systems

- Excelled as a Sales Associate at Air Comfort Systems, consistently meeting and exceeding sales targets.
- Provided exceptional customer service, ensuring a positive and personalized experience for each client.
- Demonstrated strong product knowledge and effectively communicated the features and benefits of various HVAC systems.
- Built and maintained strong relationships with clients, resulting in repeat business and referrals.
- Collaborated with the sales team to develop and implement effective sales strategies.
- Utilized CRM software to track and manage customer interactions, ensuring accurate and timely follow-up.
- Contributed to the growth of the company by identifying and pursuing new business opportunities.
- Actively participated in sales training and professional development programs to enhance sales skills and product knowledge.

2016-09 - 2018-01

## IT Technician

Uday Sagar Computer Education, Sagar, IN

- Provided technical support and troubleshooting for computer systems, ensuring smooth operation and minimizing downtime.
- Installed and configured software and hardware components, ensuring compatibility and optimal performance.
- Conducted regular maintenance and updates to ensure system security and stability.
- Assisted users with software and hardware issues, providing prompt and effective solutions.
- Managed and maintained computer networks, ensuring connectivity and efficient data transfer.
- Conducted training sessions to educate users on best practices and maximize system utilization.
- Collaborated with cross-functional teams to implement IT projects and initiatives.
- Maintained accurate documentation of IT processes and procedures for future reference.

2016-05 - 2016-09

## Teacher

Uday Sagar Computer Education, Sagar, IN

- Taught computer education courses at Uday Sagar Computer Education, providing students with valuable skills and knowledge.
- Developed and implemented engaging lesson plans to facilitate effective learning experiences.
- Created a positive and inclusive classroom environment, fostering student engagement and participation.
- Utilized various teaching methodologies and resources to cater to different learning styles and abilities.
- Monitored student progress and provided timely feedback to support their academic growth.
- Collaborated with colleagues and parents to ensure a holistic approach to student development.
- Demonstrated strong communication and interpersonal skills in effectively conveying complex concepts to students.
- Maintained accurate records of student attendance, performance, and assessments.

## EDUCATION

- 2022-12

## Diploma in Civil Engineering

Brindavan College of Engineering

Brindavan College of Engineering (BCE), Bangalore  
Diploma of Education, Civil Engineering  
May 2019 - Dec 2022

- 2019-04

**Bachelor of Computer Application**  
REVA University  
REVA University  
Bachelor of Computer Application, Computer Science  
May 2018 - Apr 2019

- 2018-05

**IIInd PUC**  
Govt. Pre - University College  
Commerce, Accounting and Computer Science  
Mar 2017 - May 2018

- 2017-02

**I PUC**  
Karnataka Composite PU College  
I PUC, Business/Commerce, General  
Jun 2016 - Feb 2017

- 2016-04

**High School Diploma**  
Hp Newton Public High School  
High School Diploma, General Studies  
Mar 2004 - Apr 2016

## SKILLS

WEB DEVELOPMENT



PROGRAMMING: NETLIFY



PROGRAMMING: HTML



PROGRAMMING: VERCEL



CIVIL: CIVIL ENGINEERING



CIVIL: SITE DEVELOPMENT



CIVIL: SITE PLANNING



PROGRAMMING: C++



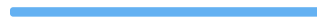
PROGRAMMING: JAVASCRIPT



PROGRAMMING: NEXT.JS



PROGRAMMING: NODE.JS



INTERNET: CSS



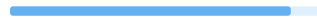
CIVIL: CIVIL ENGINEERING



CPA: ACCOUNTING



BOOKKEEPING: ACCOUNTING



## LANGUAGES

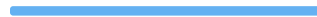
ENGLISH



KANNADA



HINDI



## CERTIFICATIONS

- PGDCA - Uday Sagar Computer Institute
- Desktop Publishing (DTP) - USCE
- Desktop Publishing
- Microsoft Office 365 - USCE
- Tally Certified - USCE
- Tally Certified
- Sunil Gupta
- USCE-225