

Kapil Kumar Rahul

Recruitment Executive | Talent Acquisition | IT & Recruitment Automation

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SUMMARY

Recruitment Executive with 1.5+ years of experience in end-to-end recruitment, talent sourcing, headhunting, client coordination and leadership hiring. BCA professional with hands-on experience in Python automation, web development, recruitment MIS and digital tools.

PROFESSIONAL EXPERIENCE

Recruitment Executive

ICON CONSULTANTS

07/2025 – Present

Nehru Place,

New Delhi

- Managed end-to-end recruitment for clients across multiple industries, from sourcing to joining.
- Sourced and shortlisted candidates through LinkedIn, Naukri, Apna, Job Hai, Indeed, referrals, and internal databases.
- Coordinated with hiring managers to understand requirements and prepare job descriptions (JDs).
- Conducted candidate screening, interview scheduling, coordination, and follow-ups.
- Evaluated candidates based on technical skills, experience, qualifications, and job suitability.
- Handled salary negotiations, offer discussions, and offer releases.
- Maintained recruitment trackers and MIS reports to monitor hiring progress.
- Built and maintained talent pipelines for current and future hiring requirements.
- Ensured timely closure of open positions through regular follow-ups with candidates and clients.
- Supported onboarding and joining formalities to ensure a smooth joining process.
- Assisted in client acquisition through word-of-mouth referrals, professional references, industry events and exhibitions, and targeted internet research.

EDUCATION

Bachelor of Computer Application (BCA)

Maharishi Dayanand University

2023 – 2026

SKILLS

KEY SKILLS

- Talent Acquisition
- Candidate Sourcing
- Resume Screening
- Interview Coordination
- Talent Mapping
- Stakeholder Management
- Recruitment Reporting
- CRM
- Microsoft Office Suite
- Communication Skills

TECHNICAL SKILLS

Python | C++ | HTML | CSS | Bootstrap | Django | JSON | SQL/PostgreSQL | Database Management | Automation

CERTIFICATES

- Naukri Maestro Recruiter Program
- Database Management System
- AI Skilled Passport
- LLM for Young Developers
- The joy of Computing using Python
- Introduction to Operating Systems
- Cricket Data Analysis Using PostgreSQL (Workshop)

KEY ACHIEVEMENTS

- Generated **₹2–3 Lacs monthly recruitment revenue**.
- Led and mentored a **team of 4 recruiters**, improving hiring efficiency.
- Managed recruitment across **15+ industries**, including Manufacturing, EPC, FMCG, Chemical, Power, and Construction.
- Specialized in **mid-to-senior and leadership hiring**, including VP, AVP, Plant Head, GM, AGM, RSM and SM roles.
- Built a talent network of **1,000+ LinkedIn connections** and **100+ WhatsApp community members**.
- Skilled in **Naukri Resdex, Boolean Search and X-Ray Search**.
- Generated business leads through **industry exhibitions, events and stakeholder networking**.

PROJECTS

Company Website & Digital Management

- Developed and managed the **Icon Consultants company website** using **HTML, CSS, Bootstrap, JSON and Django**.
- Managed website content, updates, maintenance and **social media platforms including LinkedIn, Facebook and Instagram**.
- Created and published **job posts, recruitment content and promotional posts** to increase engagement, attract candidates and generate potential leads.

ICON TOOL | Automation Tool

- Developed and maintained a **Python-based recruitment automation tool** using relevant Python libraries to streamline repetitive HR processes.
- Built a functional **recruitment workflow automation system** that reduced manual work in folder creation, CV management, MIS reporting and recruitment pipeline tracking.
- Implemented a **centralized candidate database and organized CV management system** to improve accessibility, data organization, and recruiter productivity.
- Automated recruitment reporting and tracking processes to improve **pipeline visibility, reporting efficiency and overall workflow management**.

AWARDS

3rd place trophy

2023

Maharishi dayanand university

Won 3rd place trophy at Youth Fest for Hindi Play Kanu-Priya skit.

LANGUAGES

English | Hindi | Kannada (Basic)