**SUNIL KUMAR**

A-1/75B Aya Nagar Extn. Phase-5, New Delhi-110047: Mob-9810266473; Email: sunil74@gmail.com

**Summary**

18+ years of excellent experience in design, Drupal development, wide range of hosting environments, teaching, debugging, site migration, data import / export and feeds and implementation of various types of security updates to maintain site integrity. Expert in variety of platforms, open source content management system like Drupal and developed many website: [www.aalco.int](http://www.aalco.int/), <http://arabic.aalco.int/>, <http://ebookstore.aalco.int/catalog>, http://ebookstoreindia.aalco.int/catalog and [www.trendyug.in](http://www.trendyug.in) using various highlighted software.

**Highlights**

|  |  |
| --- | --- |
| * Drupal 8 and 7, PHP, GIT, ASP, CMS, CSS, * HTML, FileZilla (FTP) etc. * Adobe Photoshop CS6, Adobe * Illustrator CS6, Coral Draw X6, * PageMaker 7.0, Photo Editor, * Dreamweaver CS6, Flash CS6. * SQL and MySQL * Performance & scalability of search engine optimization   **Experiences** | * Apache, Ms-Access, Acquia Dev Desktop, XAMPP etc. * MS-DOS, Windows 7, Windows 8, Windows 10 * Ms Word 2010, Excel 2010, * Power Point 2010, Outlook etc. * Networking (LAN), WAN, Software & Hardware. |
| **Work Experiences at AALCO**   * 2008-Present: Senior Office Assistant * 2000-2008: Computer Technician     **Responsibilities Assignments in AALCO** |  |

* Working on Web Developments using Drupal 7 and 8.
* Posting various news updates and upcoming events regularly.
* Editing of website photos Album using Adobe Photoshop.
* Planning, designing and implementation of complete website.
* Maintenance of Network Device and LAN Connectivity.
* Supervising the Software and Hardware system of the entire office.
* Supervising the soft documents of the entire office.
* Web designing of all documents of AALCO in International Law for Egypt, India, Nigeria, Korea, Indonesia, Kenya, India, South Africa, India, Malaysia, Tanzania, Sri Lanka, Nigeria, New Delhi, Republic of Iran and People’s Republic of China, New Delhi(India), Nairobi(Kenya), Tokyo(Japan) and Dar es Salaam(Tanzania) Sessions held in 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015,2016,2017,2018,2019.
* Imparting relevant guidance on important software and other Computer-related technicalities to Senior Diplomatic officials and Ambassadors seconded by Member States of AALCO.
* Updating Official Website regularly.
* Responsible for sending and receiving official emails and searching documents for the Diplomatic category Officers stationed at the Secretariat.
* Uploading documents on server and keeping records of all relevant information.
* Responsible for various other works related to Organization such as establishing PRA connection related to EAPBX System.
* In charge for digital recording and related controlling functions of the AALCO Secretariat’s auditorium at the new Premises.

**Presently working directly in supervision of the**

Secretary General, (Head of the Mission)

Deputy Secretary General (Islamic Republic of Iran)

Deputy Secretary General (Japan)

Deputy Secretary General, (China)

Legal Officers (Research, International Law)

Earlier, also worked with Previous Secretary General (Egypt), Deputy-Secretaries General from Iran, China, Japan, and Qatar.

**Previous Employments**

* **1998-2000: Worked with Guru Harkrishan Public School, India Gate, New Delhi, as a Computer Teacher and Lab Instructor.**

**Responsibilities:**

* + Taking regular classes of Computer Science Class XII level.
  + Assisting all students for preparation of the examination.
  + Responsible for checking examination papers class XII level.
  + Proper guidance to all of the students as a Lab Instructor in Computer Lab.

* **1997-2000: Worked with Capital Computers in Malviya Nagar, New Delhi, as a Computer Teacher and Trouble Shooter of Computers.**

**Responsibilities:**

* + Responsible to teach various courses of Computer Languages.
  + Holding semester wise examination to test the knowledge of the students.
  + Career counseling for various opportunities in Computer Science.
  + Proper guidance to all of the students in Computer Lab.
  + Trouble Shooter of Computers and LAN Connectivity.

* **1995-1997: Worked with Gyan Bharti Residential Public School, Affiliated to New Delhi, Bodh-Gaya, as a Computer Teacher & Lab Instructor.**

**Responsibilities:**

* + Taking regular classes of Computer Science Class XII level.
  + Assisting all students for preparation of the examination.
  + Responsible for checking examination papers class XII level.
  + Proper guidance to all of the students as a Lab Instructor in Computer Lab.

* **1994-1995: Worked With ESPL Company of Chandigarh, Viscoman Bhavan, Gandhi Maidan, Patna, as a Supervisor of ID Card Division**.

**Responsibilities:**

* + Supervising of ID Card Division and responsible for printing of Identity card of the Voters.
  + Responsible to check each records and assisting employees to edit the records whenever needed using FoxPro software.

**Education Qualifications**

* Senior Secondary School 1980-1990, High School Gonawan Powari, Patna. Secured 52%, 2nd Division.
* Intermediate of Science (I.Sc.) 1990-1992, SBR College Barh, Patna. Secured 63%, 1st Division.
* Bachelor of Science (B.Sc.) Mathematics (Hons.) 1993-1996, A.N. College Patna, Magadh University, Secured 53%, 2nd Division.

**Professional Education**

* Post Graduate Diploma in Computer Science (PGDCS) from Lakhotia Computer Centre (LCC) situated near A.N. College, Patna.
* Post Graduate Diploma in Information Technology (PGDIT) from Uma Computer of Advanced Technology (UCAT), Exhibition Road, near Gandhi Maidan, Patna.

**General Overall Personality**

A disciplined team worker, highly conscientious, likes to take challenges relating to work profile, honest, ready to spend extra amount of time if required to do so and Team leader having best relations with all colleagues.

|  |  |  |
| --- | --- | --- |
| Date of Birth: |  | 3 December 1974 |
| Language: |  | English & Hindi |
| Nationality:  Place: |  | Indian |
| Date: |  |  |

Sunil Kumar