Surbhi CHAROTIA | HR Operations Professional | 12+ hires/month & 80% HR time saved

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Education

EDHEC Business School – Lille, France (ranked #4 worldwide - Financial Times 2024) **Aug 2023 – Jan 2025**
MSc, Management and Leadership

University of Delhi – Delhi, India **Sept 2020 – Jun 2023**
BA, Computer Applications and Economics

Professional Experience

TechTree- United Kingdom (AI Recruitment- Scale-up) **May 2026 – Present**
IT Talent Sourcing Partner - Freelance (Remote) | Github, LinkedIn, Talent Sourcing, Candidate Experience, Outbound tools

- **Sourced niche technical talent** for high-growth startups across global markets using LinkedIn, GitHub, Apollo.io, etc.
- Identified, engaged, and qualified passive candidates, for roles like CTO, CMO, Head of Talent, Founding Engineers, etc.
- Sourced talent across global markets- EMEA, APAC, and AMER and coordinated interview scheduling and feedback

Clearstream - Deutsche Boerse Group – Luxembourg, Luxembourg (Financial Services - MNC) **Jun 2025 – Oct 2025**
Recruitment Intern – Global HR Business Partner Department |HR Operations, Onboarding, SAP SuccessFactors

- Owned **high volume end-to-end hiring** process, and onboarding for **12+ employees each month**
- Served as the central **HR point of contact** for administrative queries for 100+ interns and senior internal stakeholders
- **Utilized Excel** to conduct a **funnel analysis** of the Graduate Program, identifying a critical selection gender bias
- Planned and delivered monthly onboarding training programs for **100+ interns**
- Strengthened **employer brand** by participating in university job fairs and engaging with top talent face-to-face
- Improving candidate communication strategy (calls + emails), **increasing offer acceptance rates**

Echo Analytics – Paris, France (SaaS Tech - Scale-up) **Jul 2024 – Dec 2024**
Talent Acquisition Intern – People Team | End-to-end Hiring, People Engagement, Employer Branding, People Experience

- Worked in a multi-cultural startup of **30+ nationalities**, and organised internal events to strengthen employee relations
- Coordinated random coffee chats, and created ideas for improving internal employer brand of the company
- Led **end-to-end recruitment** for early-career Business and IT roles, sourcing candidates, conducting interviews, rolling out offers, preparing contracts and onboarding new hires utilising the **Teamtailor ATS and HRIS Lucca**
- **Partnered with hiring managers** to identify needs, define profiles, and crafted compelling job descriptions
- Drove employer branding initiatives in collaboration with Marketing, increasing follower base by **15% within 3 months**

AI-Powered Automation Projects

AI-Powered HR Assistant | Make, Make AI Provider, Google Docs, and Slack **Apr 2026**

- Built an AI powered automated HR assistant to resolve employee queries on administrative topics such as benefits, payroll, leaves, and insurance using company handbook data, thereby **saving HR 7-8 hours per week (1 working day)**
- Saved employee time by eliminating back-and-forth and improved accessibility through real-time, self-service support

AI-Powered Employee Pulse Automation | Make, Make AI Provider, Typeform, Google Sheets, and Gmail **Apr 2026**

- Built an AI-powered employee pulse survey automation for Employee Pulse Analysis, **reducing manual analysis effort by ~80%**, allowing more frequent and event-based pulse checks (e.g., promotions, manager changes, anniversaries)
- Enabled automated alerts to HR for critical satisfaction drops

Skills and Languages

Technical & IT skills: Excel, MySQL, Python, Power BI**,** PowerPoint, JIRA, Activepieces, Make, Zapier, Airtable, Looker Studio
HR ATS and HRIS skills: SAP SuccessFactors, Teamtailor, Lucca, LinkedIn Recruiter, GitHub
Productivity & Collaboration platforms: Google Workspace, Microsoft Office, Slack, Notion
Languages: English- Bilingual (C2), Hindi- Native (C2), French- working proficiency (B2), Urdu –full working proficiency (B2)

Extra-Curricular and Entrepreneurial Activities

- Selected for EDHEC Luxury & Hospitality Program (20 out of 500+)
- National-level Tennis Player - Top 50 Junior Circuit (All India Tennis Association)
- Founder & President, Computer Science Society - Scaled from 7 to 48 members, organised hackathon events