

Suman Galhotra

HR Bilingual Recruiter (French)

Rohini Sector-7, Delhi, Delhi

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+91 98116 62532

Eager to utilize the skills and knowledge to contribute to the success of the organization and foster a thriving work environment. Experience in Hiring process and communication with potential resources for Canada Job market for client GSK Pharmaceutical and US Clients BTS & RCG

Strong interpersonal and communication skills, enabling effective collaboration with diverse teams and stakeholders. Demonstrated ability to manage HR processes efficiently and contribute to a positive work culture.

Highly motivated and dedicated HR Recruiter (French Language) with a solid background in human resources management.

Personal Details

Date of Birth: 1982-10-24

Eligible to work in: India

Highest Career Level: 2-5 years experience

Industry: Human Resources

Total years of experience: 4

Work Experience

HR Bilingual Recruiter (French)

247Hire India Pvt Ltd-Delhi, Delhi

Full-time

0-15 days notice period

April 2022 to Present

- Collaborate with HR team to execute recruitment process by sourcing and interview with potential job candidates for job openings in 'Canada' Market for GSK client
- Reviewing candidates resume and other important details
- Proficient in creating sourcing strategies that include a mix of active and passive candidate sourcing across diverse channels, including various job boards like LinkedIn, Monster, Indeed etc.
- Managing Hiring, Job listings and HR records
- Submission of shortlisted candidates to the Hiring Manager for final selection process.
- Creating, maintaining and updating potential candidates and employee records
- Supporting the management to ensure all procedures are followed in complied manner
- Addressing candidates queries in a timebound and professional manner

- Preparing HR-related reports and analyzing data to provide insights to the HR team and management
- Knowledge of HR functions, Processes, and Operations
- Contributing to various HR projects and initiatives, which could include diversity and inclusion efforts, process improvements, and HR policy development.
- Maintaining employee confidentiality

Education

Certification in Human Resource Management

Protouch - Delhi, Delhi

June 2023 to July 2023

French Certified (DELF A1 & A2)

Alliance Francaise - Delhi, Delhi

October 2019 to November 2021

Bachelor's degree in Education

MDU - Rohtak, Haryana

May 2018 to May 2020

Bachelor's degree in Science

Hemwati Nandan Garhwal University - Dehra Dun, Uttarakhand

May 1999 to June 2002

Skills / IT Skills

- HR Software and Systems- ATS/ Payroll/Statutory Compliance, Data Analysis & Reporting,Sourcing strategies,Candidate evaluation, Recruitment & Onboarding (2 years)
- HR Sourcing
- Human Resources
- Talent Acquisition
- Office Management
- Event Planning
- Human Resources Management
- French
- Performance Management
- Interviewing
- Workday
- Administrative Experience
- Conflict Management
- English
- Change Management
- Program Management
- Leadership

Languages

- French - Fluent
- English - Expert

Certifications and Licenses

DELF A1 level Certified

March 2019 to Present

Accomplished DELF A1 level certificate from Alliance Francaise, Delhi

DELF A2 level Certified

April 2020 to Present

Accomplished DELF A2 level certification from Alliance Francaise, Delhi

Additional Information

Accomplished French B1 level in 2021