

LUKMAN ATHAMBAWA

HR Manager

Dedicated and results-driven HR & Recruitment Manager with 08 years of experience in managing end-to-end recruitment processes, developing strategic HR initiatives, and fostering a positive work culture. Proven expertise in talent acquisition, employee relations, performance management, and HR policy development. Possess excellent communication and interpersonal skills to build strong relationships with stakeholders at all levels. Committed to aligning HR strategies with organizational goals to drive success.

EDUCATION

- Asia E University
Master of Business Administration
Completed in 2022
- London Metropolitan University
Bachelor of Business Administration
Completed in 2016
- Pearson College London
Higher National Diploma in Business Management
Completed in 2015

CONTACT

M: lukmanathambawa95@gmail.com
P: +974-31013205
A: Doha, Qatar.

TOP SKILLS

- Talent Acquisition and Recruitment
- HR Policy Development and Implementation
- Payroll
- Employee Relations and Engagement
- Performance Management
- Onboarding and Training Programs
- Compliance and Employment Law
- HRIS and ATS Management
- Organizational Development
- Succession Planning Change
- Management Microsoft Office
- ERP - OODOO

LANGUAGES

- English
- Tamil
- Malayalam

PROFESSIONAL EXPERIENCE

- Senior HR & Admin Officer, Al Awadi Enterprises Group, Doha.
2023 April – Present
- HR & Recruitment Officer, Santa Fe International, Doha.
2022 October – 2023 March
- HR & Recruitment Officer, Ramada by Wyndham Doha Old Town.
2021 August – 2022 August
- Talent Acquisition Specialist, Align Staffing Solutions, Dubai.
2019 January – 2021 June
- HR & Administrative Officer, East West Marketing (Private) Limited, Colombo.
2016 January – 2018 December
- Executive Administrative Officer, CIMS College, Kalmunai.
2014 January – 2015 December

Key responsibilities:

- Develop and execute comprehensive recruitment strategies to attract and retain top-tier talent across various positions and levels within the organization.
- Collaborate with hiring managers to understand their staffing needs and requirements, ensuring timely and effective talent acquisition.
- Conduct thorough candidate screenings, interviews, and assessments to identify the best fit for each role.
- Manage the end-to-end recruitment process, including sourcing, screening, scheduling, conducting background checks, and negotiating offers.
- Establish and maintain strong relationships with external recruitment agencies, job boards, and universities to expand the talent pool.
- Develop and implement HR policies, procedures, and guidelines to ensure compliance with employment laws and industry regulations.
- Provide guidance and support to managers and employees on HR-related matters, including performance management, disciplinary actions, and employee development.
- Design and deliver comprehensive onboarding programs to ensure seamless integration of new hires into the organization.
- Collaborate with the training department to identify and address skill gaps through training and development initiatives.
- Monitor and evaluate employee engagement levels, conducting surveys and implementing strategies to enhance the overall work culture.
- Stay up to date with industry trends, best practices, and changes in employment legislation to ensure HR practices remain current and effective.