

Dosunmu Emmanuel

Human Resources Officer | People Operations

Lagos State, Nigeria

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Profile Summary

Human Resources professional with 3 years hands-on experience supporting end-to-end recruitment, employee engagement initiatives, HR strategy and performance management both remote and on-site workplace. Adept in HR analytics, preparing strategic workforce plans, identifying gaps and providing HR strategies to mitigate and improve operational and organizational effectiveness. Proven ability to collaborate efficiently with business leaders in applying HR analytics and strategy to support decision making and align talents with business objectives.

Professional Experience

HR Consultant - Contract
IWLD Global

Mar 2026 - June 2026

Key Achievements

- Supported recruitment and candidate selection processes, enabling timely hiring of qualified and proactive talent across three African countries.
- Conducted structural and organizational audit to identify bottlenecks and gaps, while recommending possible mitigation actions to eliminate gaps and improve operational and organizational efficiency.
- Facilitated performance review and employee engagement initiatives remotely, resulting in improved staff motivation, accountability and retention.
- Conducted surveys and talent acquisition campaigns which led to the active talent pipeline pool of over 3000+ pre-qualified candidates for future roles to ensure efficient filling of critical roles as the need may arise.

HR Officer
Metal Manufacturing Nigeria Limited - Hybrid

July 2023 - Aug 2025

Key Achievements:

- Coordinated end-to-end recruitment processes, including job postings, candidate screening, interview scheduling, and onboarding activities, ensuring a seamless hiring experience and timely workforce acquisition.
- Managed employee lifecycle documentation, maintaining accurate personnel records, contracts, probation files, and HR correspondence while ensuring confidentiality, compliance, and efficient document retrieval.
- Supported performance management cycles by tracking KPIs, probation reviews, performance appraisals, and improvement plans, contributing to timely evaluations and enhanced employee accountability.
- Administered onboarding, confirmation, contract processes, ensuring compliance with company policies, HR best practices, and employee lifecycle requirements.
- Prepared HR reports, maintained workforce trackers, and coordinated cross-functional communication, providing leadership with accurate data and administrative support to improve decision-making and operational efficiency.

HR/Admin Personnel

May 2020 – June 2021

Niger Biscuits Company Limited - Hybrid

Key Achievements:

- Maintained organized HR and administrative records, employee files, trackers, templates, and operational documentation, ensuring data accuracy, accessibility, and compliance with organizational standards.
- Supported recruitment, administration activities, including vacancy postings, application tracking and interview scheduling, which led to accurate flow of information between candidates and the hiring team.
- Supported internal communications, meeting coordination, document routing, approvals, and action-item tracking across multiple platforms, enhancing accountability and reducing missed deadlines.
- Provided administrative and operational support to management by maintaining reports, organizing records, coordinating stakeholder follow-ups, and facilitating the smooth execution of HR and business operations.

Core Skills

- Talent Acquisition & Recruitment
- Employee Relations & Grievance Handling
- HR Documentation & Administrative Support
- HRIS & Microsoft Office Suite (Excel, Word, PowerPoint)
- Conflict Resolution & Stakeholder Communication
- Employee Lifecycle Management & Workforce Planning
- Attention to Detail & Effective Communication
- Labour law Compliance & Confidentiality
- Problem solving & Performance Management
- HR Reporting & Analytics & Cross-Functional Collaboration

Certifications

- Certified Human Resources Professional - CHRP
- Core HR Foundations: Human Resources

Education

Federal University of Agriculture Abeokuta, Ogun State,
Nigeria Bachelor's degree in animal production and health
Second Class Upper (Division) - 2016 - 2023.

National Youth Service Corps (NYSC) - 2023 - 2024

National Examination Council (NECO)

Model College Sagamu - 2012 - 2015