

DHRUVESHKUMAR PATEL

Wallington, NJ | (347) 592-6248 | dhrupatel16@outlook.com

HUMAN RESOURCES SPECIALIST

Talent Acquisition | Training & Development | Payroll

Extensive background in HR affairs, including experience in employee recruitment and retention, staff development, mediation, conflict resolution, payroll, benefits and compensation, HR records management, HR policies development and legal compliance. Demonstrated success negotiating win-win compromises, developing teambuilding activities, and environmental safety training programs. Enhance efficiency and consistency in operations by researching best practices and implementing standard operating procedures and policies, training staff in use of these procedures.

- Knowledge in Kronos
- Proficiency in I-9 & W-4 Forms
- Safety Training Programs
- Devising Learning Courses
- Strategic Planning & Analysis
- Organizational Development
- Employee Relations
- Needs Analysis & Assessment
- Application Tracking Systems
- Training & Development
- Microsoft Office Suite
- P&L knowledge
- Certified Pharmacy Technician
- Alternative Dispute Resolution
- Educational Content Expertise
- Adobe Software Proficiency
- Learning Talent Management Portal

Education & Credentials

Bachelors of Technology in Communication • New York City College of Technology • Brooklyn, NY

Certificate in Employment Law Fundamentals • Queensborough Community College • Queens, NY

Certificate in Understanding the Human Resource Function • Queensborough Community College • Queens, NY

Certificate in Violence Prevention Awareness • Queensborough Community College • Queens, NY

Professional Experience

WALGREENS

2009 – Present

Honored with multiple promotions throughout tenure at Walgreens due to consistent successful achievement of corporate, team, and individual goals and objectives.

Certified Operations Leader (2015 – Present)

Certified Assistant Operations Leader (2009 – 2015)

- Perform searches for qualified job candidates, using sources such as computer databases, networking, Internet recruiting resources, media advertisements, job fairs, recruiting firms, or employee referrals, & Contact job applicants to inform them of the status of their applications.
- Streamline training and development for employees, drafting and implementing multiple innovative safety & compliance training course revisions.
- Design and deliver training materials to include training handbooks, job aids, models, multimedia visual aids, computer and web-based tutorials.
- Provided administrative support to the assistant operations leader on all personnel matters and assisted with Kronos payroll processing
- Facilitated PTCB (Pharmacy Technician Certification Board) course, helped leaders in passing PTCB certification, so they could be elevated to next position in the company, which is one of the requirements to become store manager.
- Conduct needs assessments to identify and evaluate concerns and develop resolutions, including Profit & Loss (P&L), operations as well as business & pharmacy management.
- Lead and coordinate effective training delivery including implementation, testing and documentation.
- Develop and implement HR strategies and initiatives aligned with the overall business strategy.
- Accurately input all new hire and rehire data into the Rate & Status system including employee reviews, certifications, payroll information, tax information, pay exceptions, and employee demographic information.
- Bridge management and employee relations by addressing demands, grievances or other issues.
- Manage the recruitment and selection process and oversight of the performance appraisal system.