

# **SHAMBHAVI ANTIWAN**

Arlington, TX

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## **PROFESSIONAL SUMMARY**

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HR Analyst / People Operations professional with experience in SAP HR, HRIS data management, onboarding coordination, and HR compliance support. Skilled in supporting employee lifecycle processes and HR operations in fast-paced environments.

## **CORE SKILLS**

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HR Operations; HRIS (SAP HR); Employee Data Management; Onboarding and Offboarding; HR Compliance; Talent Acquisition Support; Payroll and Benefits (Exposure); Microsoft Excel; Reporting; Stakeholder Coordination

## **PROFESSIONAL EXPERIENCE**

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### **Student Administrative Worker**

Aug 2025 – Present

University of Texas at Arlington, Arlington, TX

- Provide administrative and operational support including documentation, scheduling, and data tracking using Excel and Word.
- Maintain accurate records and support HR-adjacent coordination, compliance, and process efficiency.

### **Junior SAP HR Analyst**

Jan 2024 – Jul 2024

Glenmark Pharmaceuticals

- Supported HR operations using SAP HR modules, managing employee master data, personnel administration, and organizational updates.
- Ensured HRIS data accuracy, onboarding coordination, and compliance documentation.

### **HR and Administrative Intern**

May 2023 – Jul 2023

Vintex Enterprises

- Assisted with recruitment coordination, employee records management, and onboarding documentation.
- Supported HR operations through data tracking, reporting, and administrative coordination.

## **EDUCATION**

### **Master of Science, Human Resource Management**

Expected May 2026

University of Texas at Arlington, Arlington, TX

### **Bachelor of Arts**

May 2024

IMS Unison University, Dehradun, India

## **CERTIFICATIONS**

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Elements of AI (University of Helsinki); Fundamentals of Digital Marketing (Google); Human Resources Skills Workshop (Tareeqa); HRIS Technology and Tools (Bernieu)

## **LEADERSHIP**

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Organizer, National Liberal Arts Festival (2023); Organizer, National Conference on Shifting Gender Roles and Workplace Media (2024)