

SHAMBHAVI ANTIWAN

Arlington, TX

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PROFESSIONAL SUMMARY

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

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

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

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

LEADERSHIP

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