

# Astha Pathak

## HR Business Partner

Results-driven HR Business Partner with experience supporting Compliance and Risk functions through targeted hiring, employee relations, performance management, and HR operations. Skilled in aligning people strategies with business objectives, improving employee engagement, and executing data-driven HR practices. Adept at stakeholder management, workforce planning, and building strong, compliant, and high-performing teams.



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## WORK EXPERIENCE

### HR Business Partner

#### Utkarsh Small Finance Bank

08/2024 - Present

Varanasi, Uttar Pradesh

USFB is scheduled commercial bank licensed by the Reserve Bank of India (RBI) to operate as a Small Finance Bank.

##### Key Responsibilities and Achievements

- Partner with Compliance & Risk leadership to understand manpower needs and deliver end-to-end hiring within defined SLAs.
- Manage full recruitment cycle including sourcing, screening, interviewing, salary negotiation, and offer rollout.
- Support performance management cycles by coordinating goal-setting, mid-year reviews, and feedback documentation.
- Successfully closed multiple critical Compliance & Risk positions within stipulated timelines.
- Improved onboarding experience and reduced early-stage queries through structured orientation support.
- Strengthened business alignment by proactively identifying talent gaps and supporting workforce planning.

### Corporate Intern

#### Essel Mining & Industry limited

09/2023 - 10/2023

Kolkata, West Bengal

EMIL is part of the **Aditya Birla Group**.

##### Key Responsibilities and Achievements

- Project on Treasury Management & Corporate Finance : Assisted in conducting financial due diligence for potential investment in different sectors in MFs. Also, prepared reports & Presentation to communicate financial insight and recommendations to senior management.
- Collaborated on financial analysis tasks for internal projects & contributed to reports and presentations.
- Collaborated with cross-functional teams to gather financial data & validate information for internal reviews.

## EDUCATION

### Master's of Business Administration (MBA)

Dr. A.P.J. Abdul Kalam Technical University

08/2022 - 07/2024

Varanasi, Uttar Pradesh

## SKILLS

Talent Acquisition

Performance Management

HR Operations

HR Analytics

Workforce Planning

Employee Relations & Engagement

Policy Implementation

Compliance Support

## PERSONAL PROJECTS

Industry Analysis: HR Perspective in the Banking Sector

Research Project: Emerging Trends in FinTech from an HR Lens

Mini Project: Fark Dekho – HR & Management Integration Project

## CERTIFICATES

HR Analytics using MS Excel – 2025

MS Excel – 2025

Marketing Analytics: Pricing Strategies – 2023

## LANGUAGES

Hindi

Full Professional Proficiency

English

Full Professional Proficiency

## INTERESTS

People engagement & communication

Reading

Learning new HR trends

Conflict resolution

Volunteering / Community Activities

Employee training & development

Organizational psychology

Reading leadership & self-growth books