

Mohsina Ghayas

Human Resources

A Human Resources professional offering 8+ years of experience in various Human Resources functions. Subject matter expert in Business Partnering, HR Automation, Compensation & Benefits. A change agent by nature, adept at formulating processes and policies for creating a great work culture.



Work History

2018 -
Current

Senior Manager - Human Resources

Satin Creditcare Network Limited, Gurgaon, Haryana

- Part of the CORE Team involved in the planning and execution of HR Automation and change Management
- Prepared Business Requisition Document (BRD) for automation and Defined the scope of integration with in-house Loan Management Software.
- Successfully implemented six modules of in-house HCM for an employee strength of 10 K.
- Ensuring 0% leakages from the system by redesigning the policies HR Operations and Compensation Benefit.
- Timely revisiting HR Manual and other SOPs.
- Employer Branding and Employee Satisfaction Surveys : Led the Great Place to work certification for 3 consecutive years and also got the organisation certified as Top 30 GTPW in BFSI category in 2021.
- Taking care of Talent Acquisition and managing recruitment cycle for middle level positions
- Rollout out entire PMS project through in-house IT Team.
- Developed promotional paths and succession plans.
- Compensation & Benefits : Design and execution of flexi-pay.



Contact

Address

Vivek Vihar, DELHI, 110095

Phone

9643894250

E-mail

gmohsina@gmail.com



Skills

Compensation & Benefits

Excellent

Culture Building &
Employer Branding -
GPTW Certification

Excellent

Talent Acquisition

Excellent

Employee Engagement

Excellent

Complete HR Automation

Excellent

Payroll & Compliance

- Directed and controlled various benefit programs :
Satin Sahyog, Satin Ease, Satin Wellness

Very Good

2015 – 2018

Assistant Manager

i-Process Services Private Limited, ICICI Bank

- Taking care of Talent Acquisition and managing recruitment cycle for all the levels across all departments (Pan India) and closing major senior positions
- Responsible for team handling
- Streamlined HR generalist activities and all personal files as per audit

2014-2015

HR Executive (Area Manager – HR/Admin/Infra)

Muthoot Fincorp Ltd

- Managed 49 Branches of North, West and Central Delhi - Talent Acquisition & HR Operations.
- Handled the manpower requirement for all the branches and corporate staff by mass recruitment drives & niche hiring with entire life cycle
- Managed the staff by controlling their leaves and arranging staff for branches and ensuring process orientation
- Maintained MIS Administration & Infrastructure (Asset Management & Quotation Handling)
- Compliance Handling
- Controlling attrition.

2012 - 2014

HR Assistant

India Infoline Ltd

- Transferred on the pay rolls of company from being an off-roll resource on the basis of performance and was made spoc for Commercial Vehicle Vertical.

2012 – 2012

HR Intern

Muthoot Fincorp Ltd

- Done maximum branch visits for employee satisfaction survey.

- Suggestion regarding employee engagement program was implemented.



Education

2017 -2018

Masters In English

IGNOU

GPA: 63

2011- 2013

PGDM: HR

Guru Nanak Institute Of Management

GPA: 82.4

2008- 2011

B.A (Hons.): English

North Campus, Delhi University – SGTB Khalsa

GPA: 56

2006-2008

X & XII

LVM Senior Secondary School

GPA: 80% & 82%



Accomplishments

- Led the Great Place To Work certification for SCNL and got certified for year 2020 and 2021. In 2021 SCNL was rated as Top 30 GPTW organization in BFSI category.
- Got back to back promotions in appraisal FY 2020 and FY 2021.
- Nominated for 2019 Goa trip for exemplary performance in FY 2019.
- Felicitated by most passionate HR award in Strategic meet in Oct 2020.
- Extra- Curricular-- Part of the dramatics society in college (Team-work). Editor-in-chief of college magazine (Leadership Qualities). Part of the Core Organizing Committee- College festival.