

**Ms. ASHITA RAJAGOPAL PAI**

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**LANGUAGES:**

English,Hindi,Konkani

**STRENGTHS:**

Communication skills,  
Adaptive, leadership  
quality and a good  
Team player.

**OBJECTIVE:** Seeking an opportunity to leverage my Educational qualifications, Interpersonal skills, Energy and Talent to contribute to employer objectives, profitability and success as a responsible employee of your esteemed organization.

**Experience**

- **HR Information Systems Administrator** (Royal Papworth Hospital NHS Foundation Trust September 2019 -Present)

Managing the Integrity of data in the Information Systems (Electronic Staff Record (ESR))ensuring that the systems are used effectively,provide a high quality customer service for staff across the trust and produce effective reports for managers as and when required.

Inputting and processing all Employee Payroll documents within the Trust deadlines.

Providing frontline helpdesk service to staff on the use of ESR (Electronic Staff Record)

Keep accurate and complete records consistent with legislation, policies and procedures.

To provide training and advice on Workforce Systems, including CIS, EPay, ESR and HealthRoster.

ESR HR Administration- input of payroll documents

General System Administration, data quality administration and validation

E-Expenses administration-completing routine monthly validation cycle

HealthRoster administration and reporting

- **HR Assistant** (The Stephen Perse Foundation, January 2019-May 2019)

Carry out general administration tasks for the HR Department: monitor and respond to emails in the HR, recruitment and absence inbox, sort and send post and telephone answering

Ensure electronic and paper based personnel files are maintained and filing and scanning is completed in a timely manner

Maintain an up-to-date online procedures manual for all HR administration duties

Assist with interview preparation and greeting candidates

Sending off for and chasing references

Support with the organising and delivery of induction days

Ensure the HR database, SIMS (school information management system), accurately reflects employee data and details. This includes inputting starters and leavers, contractual amendments, change of details, annual leave and recording of sicknesses and other leave

Update staff training records in SIMS

Ensure resignations are acknowledged in a timely manner

Conducting Induction and help with the General Recruitment Process

- **Deputy Examinations Officer** (The Stephen Perse Foundation, April 2018-January 2019)

To assist the Examinations Officer in liaising with exam/awarding bodies, Senior Leadership Team, Heads of Department, teaching staff, candidates, Invigilators and other stakeholders to ensure the comprehensive delivery of external and internal examination requirements throughout the Foundation.

To assist with academic staff cover arrangements during term-time.

Submitting entries for external examinations to awarding bodies in advance of deadlines

Organising SEN provision, including liaising with the SEN coordinator regarding candidates with SEN applying to awarding bodies for special arrangements

Managing the daily running of external examinations. ensuring that all required materials are in the examination rooms for the start of the examinations and arrangements for candidates with special educational needs are in place

Organising exam materials. This will include providing safe custody of and organising examination stationery and materials, including question papers, in accordance with regulations

Organising the examination rooms in accordance with regulations

Collecting and dispatching worked scripts in accordance with the regulations

Supervising invigilators

- **Examinations Administrator** (Cambridge Regional College, February 2016-April 2018)

Act as an invigilator for examinations, supervising and instructing exam candidates as required.

To assist in the setting up of exam venues, including individual PCs

To check photographic id for all candidates

To ensure all candidates receive appropriate examination materials

To clearly announce all necessary exam information i.e. start/finish times, regulations and any erratum notices

To ensure tests are downloaded/uploaded effectively

To complete attendance registers and desk plans

To make on line exam bookings, download results and distribute them

Have also done the enrolment for the new student intake including the finance collection.

- **Invigilator of Examinations**, University of Cambridge, Cambridge, UK (May 2013)

As Invigilator of examinations, I was responsible for ensuring proper conditions and conduct throughout examinations across several sessions. I had the opportunity to interface with students, examination supervisors, university examiners, and attendants.

### **Academic Projects**

- “Implementation of CRM In L & T InfoTech, Chennai, India (2008)  
Had an Understanding of the newly implemented CRM software in the organization  
Interacted with the employees regarding their apprehensions on the newly implemented system  
Established a relationship with CRM and Human Resource Management

- A study on the Human Resource Management of Aspinwall & Co Ltd, Mangalore, India (2006-07)

A General understanding of the HR department of the organization

Learnt about the newly developed Counseling department and also gained Firsthand knowledge on counselling.

Also had a hands-on experience on Training system and had good interaction with the employees of the organisation

### **ACADEMIC QUALIFICATIONS**

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- CIPD Level 5 Diploma in Human Resource Management (2019-2020)
- CIPD Level 3 Diploma in Human Resource Management (2014 -2015)
- BBM (Bachelors in Business Management)  
SDM College Of Business Management,  
Mangalore University, Karnataka, India.

### **ACHIEVEMENTS AND CERTIFICATIONS**

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- Completed course in English Communication from the British Education Council
- Event Coordinator for Synergy-a national level management fest, Mangalore, India (2007)
- Student Coordinator for Industry Interaction- Student & Industry interaction club, Rajagiri School of Management, Cochin, India (2007-08)
- Completed a 7 day training course in SAP Finance Module (2007-08)