

Abraham Paul Jaison

Experienced and organized Office Administrator seeking a casual role at The Pet Butcher. Proven ability in inventory management, online store management (Shopify), and general administrative duties. Proficient in Microsoft Office Suite and adaptable to changing priorities. Eager to contribute to a supportive and collaborative environment.

✉ abrahampauljaison2@gmail.com ☎ 0489209259 📍 184 Walkerville Terrace, Walkerville SA 5081. Australia

Education

The University of Adelaide

Master of Artificial Intelligence and Machine Learning Feb 2025 – Nov 2026

Rajagiri Christu Jayanthi Public School

Year 10 Equivalent (India) Jun 2015 – Apr 2016
Overall GPA: 95.00%

Rajagiri Christu Jayanthi Public School

Year 12 Equivalent (India) Jun 2017 – Apr 2018
Overall GPA: 88.00%

Rajagiri School of Engineering and Technology

Bachelor of Technology in Electronics and Communication Jun 2018 – Apr 2022
Overall GPA: 74.70%

Experience

Gadgeon Smart Systems

Junior Bookkeeper Dec 2023 – Aug 2024

- Gained hands-on experience with accounts software, including creating invoices, managing bills, and performing bank reconciliations.
- Reviewed key financial reports and practiced inventory setup and tracking.
- Maintained accurate customer/supplier records to support financial decision-making.

Data Analyst Jun 2023 – Dec 2023

- Worked on data visualization and insights generation to drive business value.
- Used Power BI for creating dashboards and analyzing trends.
- Tools/Languages: Power BI (DAX and Power Query), Power Apps, Power Automate, Azure (Data Lake, Azure SQL Database, Synapse Analytics), Python for data visualization.

HomeStyle Essentials

Sales Associate Aug 2024 – Jan 2025

- Assisted customers with questions and provided product recommendations.
- Restocked shelves and conducted stock counts regularly.
- Operated the cash register.
- Tracked sales and inventory data to improve sales and optimize stock levels.
- Assisted in receiving and storing deliveries.

Soft Skills

- | | | |
|------------------------|--------------------------|-----------------------------------|
| • Adaptability | • Multi-tasking | • Time Management |
| • Problem-Solving | • Prioritizing Tasks | • Attention to Detail |
| • Communication Skills | • Working Under Pressure | • Excellent Organizational Skills |

Technical Skills

- | | | |
|------------------|------------------|----------------------|
| • Power BI | • Data Entry | • Stock Control |
| • Record Keeping | • Data Analytics | • Invoice Processing |

- Inventory Management
- Inventory Management Systems
- Data Cleaning & Preprocessing
- General Ledger Management
- Shopify (Basic Understanding)
- Conducting Stock Counts Regularly
- Stock Receiving & Storage
- Cash Handling & POS Operation
- Microsoft Office Suite (Word, Excel, Outlook)