Abraham Paul Jaison

Highly adaptable and detail-oriented Master's student in Artificial Intelligence and Machine Learning at The University of Adelaide, seeking a part-time Administration/Operations Assistant role to support my studies. I bring a diverse skill set including data entry, accounts software experience, and technical proficiency, coupled with a strong work ethic and ability to learn new systems quickly. I am proficient in MS Excel, possess excellent organizational skills, and can work autonomously and within a team environment. I am available for 8-12 hours per week and can accommodate school-based hours.

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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.

Test Engineer   *Aug 2022 – May 2023*

- Worked on manual and automation testing for Position Logic, a GPS tracking software.
- Automated more than 50 test cases, significantly reducing testing time and allowing the team to focus more on critical feature testing.
- Tools/Languages: Testrail, Jira, Selenium, Playwright, Postman, Allure Reports, Java, and Python.

Soft Skills

- Autonomy
- Multitasking
- Problem-Solving
- Attention to Detail
- Teamwork
- Adaptability
- Time Management
- Communication Skills
- Initiative
- Prioritization
- Active Listening
- Excellent Organizational Skills

Technical Skills

- SQL
- Data Entry
- Invoice Processing
- Technical Proficiency
- Accounts Software (Xero, MyOB)
- Power BI
- Data Analytics
- Data Visualization
- MS Excel (Intermediate)
- Reporting
- Power Platform
- Bank Reconciliation
- Data Cleaning & Preprocessing