

Abraham Paul Jaison

Driven and detail-oriented professional with a Master's degree in Artificial Intelligence and Machine Learning, seeking a Client Services Coordinator role at Nexia Edwards Marshall. Proven ability to manage workflow, prepare correspondence, and provide excellent customer service. Expertise in MS Office, data analysis, and process improvement. Possessing strong communication, organizational, and problem-solving skills. Eager to contribute to a high-performing team and ensure the smooth running of office operations. Available for full-time or part-time (0.7 FTE min) work.

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📍 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.

AHS Hospitality, Holiday Inn Express Adelaide City Centre

Room Attendant

Mar 2025 – Present

- Performed general cleaning duties including vacuuming, sweeping and mopping.
- Changed linen and made beds.
- Cleaned showers, baths, sinks and kitchens.
- Removed used guest amenities and rubbish, and replenished supplies.
- Worked at fast pace while maintaining high standards of cleanliness.

Soft Skills

- Adaptability
- Time Management
- Positive Attitude
- Workflow Management
- Working Under Pressure
- Strong Verbal Communication
- Prioritization
- Customer Service
- Helping Colleagues
- Empathy and Patience
- Friendly and Approachable
- Problem-Solving
- Active Listening
- Conflict Resolution
- Numerical Proficiency
- Teamwork and Collaboration
- Excellent Written Communication

Technical Skills

- SQL
- Java
- Data Analysis
- Dashboard Creation
- General Ledger Management
- MS Office Suite (Word, Excel, PowerPoint, Outlook)
- Xero
- Python
- Power Platform
- Bank Reconciliation
- Accounts Payable & Receivable
- MyOB
- Power BI
- Invoice Processing
- Inventory Management
- Cash Handling & POS Operation