Abraham Paul Jaison

Highly adaptable Master's student in Artificial Intelligence and Machine Learning at The University of Adelaide seeking a Medical Receptionist/Administration role. Possessing strong customer service and organizational skills honed through diverse experiences, including hospitality and administrative roles. Eager to contribute to a patient-centered environment, ensuring smooth clinic operations and exceptional patient care. Proficient in software and adept at quickly learning new systems. Available for any shift.

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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

AHS Hospitality, Holiday Inn Express Adelaide City Centre

Room Attendant　　*Mar 2025 – Present*

- Interacted with guests, addressing inquiries and ensuring a comfortable experience.
- Maintained a clean and organized environment, contributing to a positive patient/guest impression.
- Demonstrated attention to detail and adherence to hygiene standards.

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.
- 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.

Soft Skills

- Time Management
- Problem-Solving
- Customer Service
- Active Listening
- Positive Attitude
- Professional Manner
- Conflict Resolution
- Empathy and Patience
- Organizational Skills
- Friendly and Approachable
- Teamwork and Collaboration
- Strong Verbal Communication

Technical Skills

- Power BI
- Data Entry
- Data Analytics
- Record Management
- Invoice Processing
- General Ledger Management
- Software Systems Proficiency
- Accounts Payable & Receivable
- Microsoft Office Suite (Word, Excel)