

Abraham Paul Jaison

Highly adaptable and customer-focused Master's student in Artificial Intelligence and Machine Learning at The University of Adelaide, seeking a Medical Receptionist role. Possessing 6 months of relevant experience in customer service and administration, including proficiency in patient interaction, appointment booking, and handling sensitive information. Eager to leverage strong computer skills and attention to detail to contribute to a busy and fast-paced ophthalmology practice. Available for flexible hours, including early starts and late finishes.

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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

AHS Hospitality, Holiday Inn Express Adelaide City Centre

Room Attendant

Mar 2025 – Present

- Maintained high standards of cleanliness in a fast-paced environment, demonstrating attention to detail and ability to work efficiently.
- Ensured guest satisfaction by providing a clean and comfortable environment.
- Demonstrated reliability and adherence to established procedures.

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.

Soft Skills

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|------------------------------|-------------------------------|-----------------------------------|
| • Problem-Solving | • Time Management | • Professionalism |
| • Customer Service | • Active Listening | • Positive Attitude |
| • Attention to Detail | • Empathy and Patience | • Interpersonal Skills |
| • Numerical Proficiency | • Working Under Pressure | • Friendly and Approachable |
| • Teamwork and Collaboration | • Strong Verbal Communication | • Adaptability to Different Roles |

Technical Skills

- Excel
- Power Platform
- General Office Duties
- Cash Handling & POS Operation
- Health Insurance Claim Processing
- Power BI
- Medicare Billing
- Invoicing and Receipting
- Data Cleaning & Preprocessing
- Data Analytics
- Patient Data Entry
- Appointment Booking Systems
- Electronic Health Records (EHR)