

Abraham Paul Jaison

Highly adaptable Master's student in Artificial Intelligence and Machine Learning seeking an Administration Assistant role at Kildare College. With experience in customer service, data management, and administrative tasks, I am a quick learner and thrive in dynamic environments. Possessing strong communication and problem-solving skills, I am committed to providing excellent service and supporting the efficient operation of the front office. My technical skills in data analysis, combined with my experience in handling customer inquiries and managing administrative duties, make me a well-rounded candidate ready to contribute to the Kildare College community.

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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, demonstrating adaptability and attention to detail.

HomeStyle Essentials

Sales Associate

Aug 2024 – Jan 2025

- Assisted customers with questions and provided product recommendations, enhancing customer satisfaction.
- Restocked shelves and conducted stock counts regularly, ensuring efficient inventory management.
- Operated the cash register, demonstrating accuracy and responsibility in handling transactions.
- Tracked sales and inventory data to improve sales and optimize stock levels.

Soft Skills

- Multi-tasking
- Time Management
- Positive Attitude
- Attention to Detail
- Written Communication
- Working Under Pressure
- Strong Verbal Communication
- Professionalism
- Customer Service
- Helping Colleagues
- Frontline Experience
- Numerical Proficiency
- Friendly and Approachable
- Problem-Solving
- Active Listening
- Conflict Resolution
- Empathy and Patience
- Organisational Skills
- Teamwork and Collaboration
- Adaptability to Different Roles

Technical Skills

- Xero
- Reporting
- Record Keeping
- Invoice Processing
- Calendar Management
- Basic IT Troubleshooting
- Cash Handling & POS Operation
- MyOB
- Data Entry
- Power Platform
- Bank Reconciliation
- Inventory Management
- General Ledger Management
- Customer Relationship Management (CRM)
- Power BI
- Data Analysis
- Email Management
- Database Management
- Meeting Coordination
- Accounts Payable & Receivable
- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

Certificates

Responsible Service of Alcohol

Feb 2025

Express Online Training - Document Number: OL2811510

Do Food Safely

Mar 2025

Department of Health, Victoria - Certificate #01064883