

# Abraham Paul Jaison

Highly adaptable individual with a customer-centric approach and proven administrative skills seeking a role where I can contribute to a positive environment while balancing ongoing studies. I possess strong communication and organizational abilities, thrive in fast-paced settings, and am adept at handling inquiries and providing support. I am proficient in MS Office Suite and committed to maintaining confidentiality and professionalism. Available for varied shifts on all days.

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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

- Maintained a high standard of cleanliness and order, ensuring a welcoming environment.
- Managed supplies and ensured availability of necessary items.
- Worked efficiently in a fast-paced environment while adhering to strict standards.

### HomeStyle Essentials

Sales Associate

Aug 2024 – Jan 2025

- Provided exceptional customer service, addressing inquiries and offering product recommendations.
- Operated the cash register and handled transactions accurately.
- Maintained organized and well-stocked shelves, ensuring a pleasant shopping experience.

### Gadgeon Smart Systems

Junior Bookkeeper

Dec 2023 – Aug 2024

- Gained experience with accounts software, including creating invoices, managing bills, and performing bank reconciliations.
- Maintained accurate customer/supplier records.

Data Analyst

Jun 2023 – Dec 2023

- Created dashboards and analyzed trends using Power BI to drive insights and inform decision-making.
- Utilized Power Platform (Power Apps, Power Automate) to streamline processes.

## Soft Skills

- |                             |                              |                                   |
|-----------------------------|------------------------------|-----------------------------------|
| • Organisation              | • Problem-Solving            | • Time Management                 |
| • Customer Service          | • Active Listening           | • Positive Attitude               |
| • Helping Colleagues        | • Conflict Resolution        | • Attention to detail             |
| • Empathy and Patience      | • Numerical Proficiency      | • Working Under Pressure          |
| • Friendly and Approachable | • Teamwork and Collaboration | • Adaptability to Different Roles |

- Strong Written and Verbal Communication

## Technical Skills

- |   |  |   |
|---|--|---|
| <ul style="list-style-type: none"><li>• Xero</li><li>• Data Analytics</li><li>• Bank Reconciliation</li><li>• Accounts Payable &amp; Receivable</li></ul> | <ul style="list-style-type: none"><li>• MyOB</li><li>• Invoice Processing</li><li>• Inventory Management</li><li>• Cash Handling &amp; POS Operation</li></ul> | <ul style="list-style-type: none"><li>• Data Entry</li><li>• Dashboard Creation</li><li>• General Ledger Management</li><li>• MS Office Suite (Word, Excel, PowerPoint, Outlook, SharePoint, Teams)</li></ul> |
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