

# Abraham Paul Jaison

Highly adaptable and detail-oriented Master's student in Artificial Intelligence and Machine Learning at The University of Adelaide, seeking a casual Administration role. Possessing strong computer skills, including proficiency in Microsoft Word and Excel, and experience in customer service and communication. I am a quick learner, thrive in independent and team settings, and am available for 20-30 hours per week, including some weekends. I am confident in my ability to handle general office duties, communicate effectively with customers and suppliers, and work independently to cover Sales Managers' days off.

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## Education

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### 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

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### 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

- Maintained high standards of cleanliness while working efficiently.
- Replenished guest supplies.
- Demonstrated attention to detail and ability to work independently.

## Soft Skills

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|------------------------------|-----------------------|-------------------------------|
| • Adaptability               | • Problem-Solving     | • Time Management             |
| • Customer Service           | • Active Listening    | • Independent Work            |
| • Positive Attitude          | • Polite Phone Manner | • Friendly and Approachable   |
| • Teamwork and Collaboration |                       | • Strong Verbal Communication |

## Technical Skills

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|-------|--------|--------|
| • SQL | • Xero | • MyOB |
|-------|--------|--------|

- Power BI
- Data Analytics
- Invoice Processing
- Inventory Management
- Data Cleaning & Preprocessing

- Data Entry
- Power Platform
- Email Communication
- General Ledger Management

- Microsoft Word
- Microsoft Excel
- Bank Reconciliation
- Accounts Payable & Receivable
- AI Tools - Development & Prompting