

# Abraham Paul Jaison

Highly adaptable Master's student in Artificial Intelligence and Machine Learning at The University of Adelaide, seeking an Administration role at North Eastern Community Hospital. Proven ability to work independently and as part of a team, with strong customer service skills gained through experience in hospitality and retail settings. Proficient in Microsoft Office and quick to learn new systems. Eager to contribute to a supportive healthcare environment.

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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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### 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.

### 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.

### HomeStyle Essentials

Sales Associate

Aug 2024 – Jan 2025

- Assisted customers with questions and provided product recommendations.
- Restocked shelves and conducted stock counts regularly.
- Operated the cash register.
- Tracked sales and inventory data to improve sales and optimize stock levels.
- Assisted in receiving and storing deliveries.

## Soft Skills

- Prioritization
- Customer Service
- Positive Attitude
- Working Under Pressure
- Strong Verbal Communication

- Problem-Solving
- Active Listening
- Conflict Resolution
- Friendly and Approachable

- Time Management
- Independent Work
- Empathy and Patience
- Teamwork and Collaboration
- Adaptability to Different Roles

## Technical Skills

- Xero
- Data Entry
- Invoice Processing
- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

- MyOB
- Typing Speed
- Bank Reconciliation

- Power BI
- Data Analytics
- Cash Handling & POS Operation