

Abraham Paul Jaison

Highly adaptable professional with strong project coordination, communication, and stakeholder management skills, seeking to leverage experience in community engagement and volunteer support. Proven ability in database management, training coordination, and report preparation, combined with a passion for making a positive impact. Adept at maintaining confidentiality and professional boundaries while providing excellent customer service.

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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.

Soft Skills

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|-----------------------------------|-----------------------------|-------------------------------|
| • Communication | • Report Writing | • Problem-Solving |
| • Time Management | • Confidentiality | • Customer Service |
| • Active Listening | • Positive Attitude | • Conflict Resolution |
| • Presentation Skills | • Facilitation Skills | • Empathy and Patience |
| • Interpersonal Skills | • Working Under Pressure | • Stakeholder Management |
| • Friendly and Approachable | • Planning and Organisation | • Strong Verbal Communication |
| • Adaptability to Different Roles | | |

Technical Skills

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|-------------|--------------|--------------|
| • SQL | • Xero | • MyOB |
| • Excel | • Power BI | • Reporting |
| • Office365 | • PowerPoint | • Teams/Zoom |

- CRM Systems
- Digital Literacy
- Database Management

- Data Analytics
- Activity Tracking
- Record Coordination

- Power Platform
- Data Visualization
- Accurate Record Keeping