

# Abraham Paul Jaison

Highly organised and adaptable professional with experience in administrative support, project coordination, and data analysis. Possessing strong communication and interpersonal skills, I thrive in collaborative environments and am adept at managing multiple tasks and deadlines. Eager to contribute to a dynamic organisation and support key initiatives with efficiency and a proactive approach.

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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

### Gadgeon Smart Systems

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.

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.

Test Engineer Aug 2022 – May 2023

- Worked on manual and automation testing for Position Logic, a GPS tracking software.
- Automated more than 50 test cases, significantly reducing testing time and allowing the team to focus more on critical feature testing.
- Tools/Languages: Testrail, Jira, Selenium, Playwright, Postman, Allure Reports, Java, and Python.

## Soft Skills

- |                          |                              |                                    |
|--------------------------|------------------------------|------------------------------------|
| • Proactive              | • Reporting                  | • Initiative                       |
| • Scheduling             | • Adaptability               | • Time Management                  |
| • Problem-Solving        | • Diary Management           | • Office Management                |
| • Attention to Detail    | • Project Coordination       | • Organisational Skills            |
| • Stakeholder Engagement | • Teamwork and Collaboration | • Communication (Written & Verbal) |

## Technical Skills

- |                 |                  |                  |
|-----------------|------------------|------------------|
| • Xero          | • MyOB           | • Power BI       |
| • Data Analysis | • Power Platform | • Record Keeping |

- Data Collection
- Database Management

- Cloud-Based Tools
- Airtable (Familiarity)

- Dashboard Creation
- Office365 (Word, Excel, PowerPoint, Outlook)