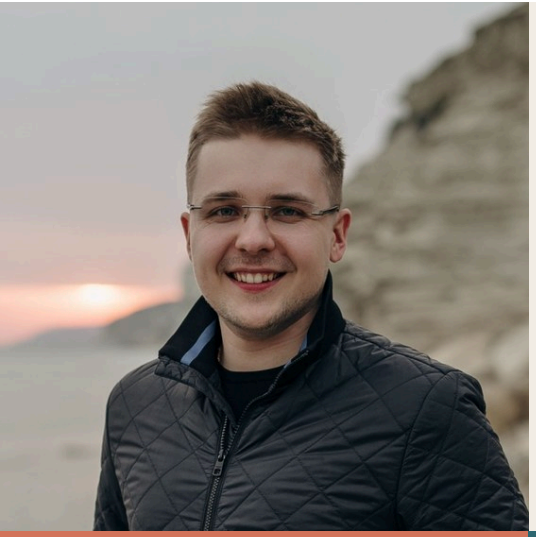


Daniil Keldiushev

Automation Engineer — business workflows & office IT

I run operations and IT infrastructure at a construction and development group in Cyprus.

I see optimising and automating workflows as my core work. For now I do it on top of my assistant role.

20
projects built with Claude Code and Codex

~35
users on Microsoft 365, I am the sole admin

45–60 h → 3 h
before — now
a week on invoice processing

CONTACT

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- daniilkel@gmail.com
- daniilkeldiushev.com
- LinkedIn profile
- Limassol, Cyprus · office
- Cyprus work visa

QUALITIES

- Initiative
- Fast learner
- Calm under pressure
- Quick to respond
- Ownership of results

TOOLS

Claude Code · Codex · REST + webhooks · Linux · Docker · Git · GitHub Actions · Python · PostgreSQL · Odoo · Microsoft 365 · OpenAI API

LANGUAGES

Russian	native
English	B2

EDUCATION

NNGASU — BSc, Architecture and Urban Planning

01 SELECTED PROJECTS

AI invoice workflow — Accounts payable

Gathered the requirements from accounting and launched processing on the OpenAI API inside Odoo: intake from email, Telegram and web, supplier and amount extraction, purchase-request matching, a human check for unclear scans.

Odoo 19 ERP, 36 users — ERP rollout

Set up for a construction company's processes: approvals, supplier bills, contracts, estimates and interim payment certificates, payroll, CRM, multi-currency accounting, bank connections, owner dashboards. Microsoft sign-in, SharePoint integration, monitoring and encrypted off-site backups every 4 hours with restore testing.

MIGRATION FROM GOOGLE WORKSPACE

Microsoft 365, ~35 users — Project manager

About 2 months: file-storage audit, a 3–5 account pilot, a parallel period, role-based access and mandatory 2FA.

DK Nades platform — Own project · IT and automation

Drupal 11 site in 8 languages (2,234 pages), own CS2 game servers with a plugin, Linux servers on Vultr. Unattended video pipeline: the game server sets up each throw, OBS records, Python edits two formats, a person approves in one tap. 750+ YouTube videos, 3.67M views (Oct 2026).

02 EXPERIENCE

IT & Automation — Dec 2024 – now
Official title: Executive Assistant to CEO and COO · Cyprus

APPROACH — I find the tasks myself, agree the solutions with management and support them after launch.

STACK — Claude Code · Odoo · Microsoft 365 · Telegram bots

Own project · DK Nades — Jan 2024 – now

Earlier, outside IT — 2017–2024

Personal Assistant · Cyprus	2023–2024
Property management, part-time · Cyprus and Russia	2017–2024
Architecture inspector → senior, part-time · Russia	2018–2022