

Daniil Keldiushev

Project Manager — Digital Projects and Automation

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PROFILE

Project manager in a multi-line construction and development group covering four business areas. I run projects end to end: studying how a department actually works, agreeing the solution with leadership, owning the budget and deadlines, then getting it running in production. I started two of my main projects myself, after spotting a problem before anyone assigned it. I work with contractors and specialists who do not report to me.

KEY RESULTS

- 500+ invoices a month are handled by one employee in under 3 hours a week. Before the system it took three people 15–20 hours a week. The system costs up to \$30 a month.
- 40+ employees moved to Microsoft 365 in about 2 months, with no interruption to the company's work; approved budget up to €10,000, actual spend about €8,200.
- 3 corporate websites launched in parallel through external teams, with no in-house web department.
- 1M+ monthly reach on my own media project, run with a team of five.

PROJECTS

AI system for invoice processing and cost allocation

Initiator, design, AI-assisted development, rollout and further development · Running cost — up to \$30 a month (OpenAI API + cloud hosting)

Under Cypriot tax and audit rules, a proforma or a quote is not proof of payment — only the invoice is, and the supplier issues it after payment. Because of this the accounting team did the same work twice, and line items for the estimating department were sorted by hand.

- Found the problem myself, interviewed the department, proposed a solution to leadership and got approval. Built a first working version over a weekend, fixed what testing revealed and got it running in production.
- The system runs on the OpenAI API and accepts documents from email, Telegram and web uploads; splits a batched PDF into separate invoices; reads the supplier, net amount, VAT and total; checks the supplier against company records; matches it against the purchase request in the ERP or Notion; allocates costs to projects; passes data to the accounting register and the estimating department; flags uncertain scans for a human check.
- Extended it after launch: the final invoice now replaces the earlier proforma automatically, both documents merge into one file, and the register is updated with the document type, number, date and payment status.

Before the system three people spent 15–20 hours a week on this work; now it is one employee and under 3 hours a week, at 500+ invoices a month. The duplicated accounting work is gone and the documents meet audit requirements.

Company migration to Microsoft 365 · 40+ users

Project Manager (technical execution by the system administrator) · About 2 months including a pilot · budget: €10,000 approved, about €8,200 spent

The company ran on Google Workspace. Some employees kept work files on personal drives and linked to them from shared registers — when someone left, the account was deleted together with the documents. Access rights were not controlled, staff were split across two different company domains, and the website was on a third.

- Audited how people stored files and which links the registers depended on. Raised the risk with leadership and insisted on a parallel period: switching Google off in one step would have lost files; paying for both systems during the overlap was planned into the budget.
- Ran a pilot first on a smaller company in the group (3–5 accounts). Put the budget together and got it approved: the specialist's work, paid migration services, portable hard drives to reduce the risk of data loss, an AI tool at €120 a month for three months, and the parallel subscriptions at €600 a month. Cut the double payment during the project by switching off accounts that no longer needed Google.
- Introduced one naming standard for mailboxes in place of a mix of initials. Set access rights by role.
- Relinked the working registers from Google to SharePoint myself after asking staff which tables they used; consolidated the company onto a single domain — staff and the corporate website.

The switch happened without stopping work: staff came in on Monday and carried on in the new system. Company data no longer depends on personal accounts, and access is documented. Spend came to about €8,200 against an approved ceiling of €10,000.

Three corporate websites

Project manager · external specialists outside my reporting line

The group had no web team. I ran three websites in parallel: domains, hosting, structure, content and launch. I found and briefed designers, front-end and back-end developers and content specialists, and set their tasks and deadlines. I covered part of the work myself with AI tools, avoiding additional contractors.

ERP implementation (Odoo) — advisory

Technical adviser (the project is owned by the operations manager)

Leadership asked for my view on the system, the licence options and hosting. On my recommendation the company chose to rent its own server instead of the option proposed: it is cheaper and lets us build plugins and automations in-house, without paying integrators. I helped set up the server.

USDTBot — TRON payment monitoring

Own project: concept, design, development

A closed Telegram bot that tracks incoming payments to connected TRON wallets and alerts the responsible people instantly. Wallets belong to projects and rights are split by action — from full access to read-only; the AML risk check (IML) on a sender is an admin right. It supplies the transaction energy itself, so we do not need to keep TRX on each wallet. All alerts come in one format, so the data is ready for reporting.

EXPERIENCE

Executive Assistant to CEO and COO · Operations and Digital Projects

Dec 2024 — present

Multi-line construction and development group · Cyprus

Construction, development, renovation and furniture production.

Projects and IT. Digital projects and corporate IT; work with contractors and suppliers; sourcing and equipping ~30 workstations; preparing commercial proposals and investor presentations.

Support for the executives and their family. Organising business and representative travel in Cyprus and abroad, including group trips. Visas and supporting paperwork. House and office leases, contracts and property upkeep. Constant work with confidential information.

How I work. I set new areas up myself, build the process and hand it over to staff — it should run without me.

Founder and Lead

Jan 2024 — present

DK Nades — digital media project · dknades.com

Concept and strategy; launch of the website, social channels and a Telegram bot. Built and led a team of five: front-end and back-end developers, a web designer, a graphic designer and a video editor. Content across Instagram, TikTok, YouTube and Telegram. Reach: 1M+ a month.

Personal Assistant · Lifestyle Manager

Mar 2023 — Aug 2024

Cyprus

Personal, administrative and travel support for a principal and family, coordination of household staff, and urgent confidential tasks.

Property Management

Jul 2017 — Jan 2024

Cyprus · Russia

Property administration, payments, documentation and maintenance; finding tenants and buyers; representing the owner with banks and public authorities.

Inspector → Senior Inspector

Nov 2018 — Nov 2022

Department of Architecture · Russia

Reviewed and approved territory-planning and land-surveying projects; prepared inspection reports, official decisions, cadastral documents and reporting for the department director and the architectural councils.

SKILLS

Project management: full cycle — studying the process, agreeing the solution with leadership, budget, deadlines, rollout, daily operation. Working with contractors and specialists outside my reporting line. Pilot launches to reduce risk. Change management and training staff. I choose tools that match what the team can use — I took part in moving the company from Trello to Notion.

Confident, done myself: Microsoft 365 administration and Admin Center, data migration, access rights and 2FA, automation on the OpenAI API, Telegram bots, Notion, managing contractors, launching websites, domains and hosting

Practical experience: SharePoint (structure and permissions), OneDrive, Outlook, Google Workspace, Trello, Miro, CMS, analytics, Figma (editing layouts, exports, basic work), Adobe Photoshop, Canva

Basic: Odoo (ERP), AutoCAD · ArchiCAD · Revit — reading documentation

EDUCATION

Nizhny Novgorod State University of Architecture and Civil Engineering — BSc, Architecture and Urban Planning

LANGUAGES

Russian — native · English — B2

ADDITIONAL

Cyprus work authorisation in place — no sponsorship required; happy to be employed directly · Driving licence, 10+ years · Experience handling confidential information · Open to business travel