PAVEL IVANOV

OPERATIONS & GROWTH LEAD

Almaty, Kazakhstan | +7 771 997 69 21 | pacarfja@gmail.com

PROFESSIONAL PROFILE

Entrepreneurial operations professional with 7+ years of experience building and managing international digital businesses, distributed teams, financial workflows, and internal automation systems.

Scaled independent digital operations to approximately 30–40 contributors, established structured onboarding and quality-control processes, and coordinated operational improvements that contributed to an estimated 30% increase in revenue.

Built Excel-based financial tracking systems covering more than $900,000 in recorded project earnings between 2021 and 2026.

Additional experience across digital media, international payment operations, e-commerce, and AI-assisted workflow automation.

CORE COMPETENCIES

- Business Operations & Growth
- Project Management & Execution
- Distributed Team Leadership
- Workforce Planning & Resource Allocation
- Training Systems & Knowledge Transfer
- Quality Assurance & KPI Monitoring
- Workflow Design & Process Optimization
- Financial Operations & Reconciliation
- Advanced Excel & Google Sheets
- International Payment Administration
- AI-assisted Automation
- Digital Business & E-commerce Operations

PROFESSIONAL EXPERIENCE

Founder & Operations Manager

Bit-Planet News | Independent Technology & Media Venture

July 2017 – October 2020

- Founded and operated an independent business combining cryptocurrency mining infrastructure with digital media activities.
- Managed business planning, equipment procurement, infrastructure deployment, maintenance, performance monitoring, and operating costs.
- Coordinated suppliers and technical contractors, balancing operational expenses with infrastructure performance and expansion decisions.
- Developed a cryptocurrency-focused website and Telegram community, managing content operations and commercial collaborations.
- Monitored financial and operational performance to support business decisions and resource allocation.

Operations & Project Lead

Independent International Digital Operations

December 2019 – April 2026

- Founded and scaled independent international digital operations from a small initial group to approximately 30–40 distributed contributors across multiple workstreams.
- Managed workload planning, task allocation, operational priorities, quality monitoring, and issue resolution.
- Personally trained the initial contributors and established a train-the-trainer model, enabling experienced contributors to train newcomers through live sessions.
- Provided working guidelines, reviewed audit results for newly trained contributors, and delivered direct feedback on performance issues and required improvements.
- Coordinated onboarding, training, and quality-control processes, maintaining audit performance targets of 85% or higher.
- Introduced standardized workflows and coordinated internal software improvements to reduce repetitive manual work and improve operational efficiency.
- Contributed to approximately 30% revenue growth through operational scaling, automation, and process improvements.
- Designed and maintained Excel-based financial tracking systems covering more than $900,000 in recorded project earnings between 2021 and 2026.

- Built formula-driven records for working hours, compensation rates, calculated earnings, incoming payments, contractor payouts, and outstanding balances.
- Managed international payment administration and reconciliation, using financial and operational records to investigate discrepancies and improve processes.

Digital Projects & Operations Manager

Self-Employed | Digital Ventures

April 2026 – Present

- Coordinate independent digital projects involving generative AI, content operations, online business activities, and workflow automation.
- Plan operational activities, define priorities, coordinate contractors, and manage project-related expenses and technical resources.
- Apply ChatGPT, Claude, OpenAI Codex, and other AI tools to research, problem-solving, structured prompting, and workflow improvements.
- Develop spreadsheet-based tools and AI-assisted scripts to automate calculations and routine administrative processes.
- Experiment with AI-assisted content production workflows for international digital audiences.
- Conducted small-scale Amazon FBA operations involving product research, contractor coordination, fulfillment processes, and cost monitoring.
- Work with international business and payment platforms, including Payoneer, Mercury, and Whop.

TOOLS & TECHNICAL SKILLS

Analytics & Reporting: Microsoft Excel, Google Sheets, operational reporting, financial reconciliation, formula-driven calculations.

AI & Automation: ChatGPT, Claude, OpenAI Codex, structured prompting, AI-assisted scripting, workflow automation.

Business & Payments: Payoneer, Mercury, Whop, Amazon Seller Central.

Operations: Project coordination, workflow documentation, contributor training, performance monitoring, contractor management.

EDUCATION

Synergy University (MFPU), Moscow, Russia

Bachelor's Degree — Hospitality and Restaurant Management

September 2013 – September 2017

LANGUAGES

Russian: Native

English: Intermediate spoken and written proficiency; C1 reading and listening according to EF SET (2026).

ADDITIONAL INFORMATION

- Based in Almaty, Kazakhstan.
- Entrepreneurial experience across technology infrastructure, digital media, international operations, e-commerce, and AI-assisted projects.
- Experienced in building operational processes from scratch and scaling distributed workforces.
- Interested in growth operations, business process automation, financial systems, and AI-powered digital products.

Portfolio: https://app.notion.com/p/PAVEL-IVANOV-40fbaee94de280e68ed5c9cda40454dd?source=copy_link