KADIROU KERBOUZ

Executive Assistant to Founders | Operations Coordinator | AI Automation Assistant (n8n)
+213 540 562 572 | kadirou.k.ops@gmail.com | Algiers, Algeria (remote, full-time)

PROFESSIONAL SUMMARY

Remote executive and operations assistant who keeps founders and small teams running: calendar and inbox management, bookings and travel, order and stock records, client communication and document files. Built **11 working n8n and AI systems** (Gmail, Google Sheets, WhatsApp/Telegram, CRM) that remove repetitive admin, so I work faster than a standard assistant and document every process I build. Reliable, discreet, detail-oriented and used to async work with international clients. Fluent in English (B2) and Arabic; working French.

CORE SKILLS

Executive Support: calendar and scheduling, inbox and email management, travel and booking coordination, meeting preparation, task and deadline tracking, confidential handling of information

Operations: order management, inventory and stock control, purchase and sales records, data entry and reporting, vendor and supplier coordination, process documentation (SOPs)

Automation & AI: n8n workflows, AI assistants and agents, prompt writing, CRM setup, API and app integrations, Gmail, Google Sheets, Airtable, WhatsApp/Telegram bots

Communication: professional email and client correspondence, customer follow-up, copywriting, social media management, explaining AI tools in simple terms

Tools: Google Workspace (Gmail, Calendar, Docs, Sheets, Drive, Meet), Notion, Slack, Zoom, Microsoft Word and Excel, n8n, Airtable, Shopify, Meta Ads, Canva

PROFESSIONAL EXPERIENCE

Automation & AI Projects (Self-Directed) | Remote Aug 2025 – Present

- Designed, built and demoed **11 n8n and AI systems** that automate admin work: operations workflows, AI assistant agents and a CRM, each recorded as a working demo on my proof page.
- Connected Gmail, Google Sheets, WhatsApp/Telegram and CRM/Airtable tools into automated flows (lead capture, follow-ups, reminders, record keeping) and documented how each one runs.
- Wrote precise AI prompts and instructions that produce reliable, consistent outputs; applied n8n Fundamentals, n8n Advanced AI and Anthropic AI Fluency for Builders directly in my builds.

Stock Manager | Beverage & Water Warehouse, Bordj El Bahri May 2025 – Oct 2025

- Processed about 2 sales orders and 2 purchase orders per day and tracked stock daily in stock software backed by a paper log.
- Coordinated restocking with suppliers to prevent shortages; kept purchase, sales and financial records accurate in accounting software for the owner.

Administrative & Travel Assistant | BHS Turismo Travel, Bordj El Bahri May 2025 – Aug 2025

- Processed about 3 flight and hotel bookings and visa files per day via airline, hotel and embassy appointment portals, keeping documents accurate and deadlines met.
- Handled client emails, trip descriptions and social media content; designed and built three systems for the agency (operations automation, AI assistant agent, CRM) to demo stage.

Sales & Digital Marketing Agent | Home Appliances, Bordj El Bahri Mar 2025 – May 2025

- Wrote product descriptions for social media to increase engagement and sales; ran Facebook and Meta ad campaigns and gave day-to-day administrative support.

Founder | Cap_Corner (E-commerce Store), Algiers Oct 2024 – Jan 2025

- Built and ran an online men's clothing and accessories store on Shopify end to end: order processing, ads, social media, sales copy and customer messages.

Cashier | Distribution Company, Algiers Jan 2024 – May 2024

- Handled transactions accurately, balanced the cash drawer daily and served customers in a fast-paced retail environment.

CONTENT & TEACHING

AI & Automation Content Creator | TikTok and Instagram (Arabic) Ongoing

- Plan, script, record and edit short videos that teach beginners to use AI tools and automate everyday work; **1,000+ followers** across TikTok and Instagram.

CERTIFICATIONS

Anthropic: AI Fluency; AI Fluency for Builders (Sep 2026) | **n8n:** Fundamentals; Advanced AI (Feb 2026)

EDUCATION

Bachelor's Degree in Economics, University of Algiers 3 (graduated Jun 2026) | Graphic Design Certificate (2025), Office Software & Computing (2024), Travel & Tourism Operations, BHS Turismo (2025)

LANGUAGES

Arabic (native) | English (professional working proficiency, B2) | French (A2) | German (learning)