

Sampath Vinay Kumar Kasireddi

Finance & Business Operations Manager

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PROFILE

Financial & Operations Manager with a B.Eng. in Engineering Management & Technology and hands-on experience coordinating finance administration, payroll data, invoices, SEPA payments, employee documentation, suppliers, and day-to-day business operations in Germany. Experienced with DATEV-supported financial and payroll workflows, process coordination, documentation, stakeholder communication, and operational issue resolution. Combines structured engineering thinking with practical business experience across finance, operations, administration, and cross-functional project coordination.

PROFESSIONAL EXPERIENCE

Financial and Operations Manager, New York Pizza 12/2025 – Present | Köln, Germany

- Coordinate day-to-day financial administration, including invoice processing, SEPA payments, supplier accounts, payment tracking, and follow-up on outstanding balances.
- Manage DATEV-related payroll workflows, including employee documentation, working-hour records, payroll information, and preparation of required administrative data.
- Support employee administration through onboarding documentation, employment contracts, work schedules, personnel records, and compliance-related processes.
- Monitor operational costs, documentation, pending issues, and internal workflows while coordinating follow-ups with management, suppliers, service providers, and authorities.
- Act as a central point of contact across finance, operations, employees, and external partners, handling communication, issue resolution, prioritisation, and day-to-day operational coordination.
- Support efficient business processes by maintaining structured records, coordinating responsibilities, and ensuring financial and operational tasks are followed through to completion.

Graphic Design & eLearning Developer, River Academy GmbH 08/2023 – 06/2025 | Köln, Germany

- Managed structured production workflows for 25+ digital learning and communication assets, coordinating requirements, revisions, timelines, and final delivery.
- Maintained LMS content, project documentation, file organisation, version control, and quality standards across digital training projects.
- Collaborated with cross-functional stakeholders to prioritise tasks, resolve workflow issues, and deliver projects within required timelines.
- Produced multimedia and digital communication materials using Adobe Creative Cloud while supporting organisational and project requirements.

Operational Associate, Tier Operations Germany SE & Co. KG 02/2023 – 05/2023 | Köln, Germany

- Performed operational quality inspections, monitored field performance, reported system irregularities, and maintained accurate documentation against defined operational standards.

Operational Associate, Gorillas Technologies 10/2022 – 01/2023 | Köln, Germany

- Supported time-critical fulfilment operations, order verification, accuracy control, and daily workflow targets within a high-volume operational environment.

Sortation Associate, Amazon Deutschland 07/2022 – 09/2022 | Dormagen, Germany

- Managed inventory verification and high-volume logistics processes while maintaining 98%+ operational accuracy within structured performance standards.

Digital Marketing Support (Freelance), Fairfield by Marriott Vizag, India

- Assisted in creating digital marketing content for hospitality campaigns.
- Designed promotional visuals for online platforms and social media.

- Supported brand communication through structured visual content.

EDUCATION AND TRAINING

B.Eng. Engineering Management & Technology 02/2022 – 01/2025 | Frechen, Germany
Fachhochschule des Mittelstands
Automation Technology [10.2023 - 11.2023]
• Project for UMSTRO GmbH in Collaboration with Professor.
Measure and Control Technique [11.2023 - 01.2024]
• Learned and designed techniques to convert an ICE Vehicle into an EV.
Relevant focus: Process Optimisation, Operations, Lean Principles, Automation & Business Management.

B.Tech. in Automobile Engineering, *Lovely Professional University* 06/2017 – 05/2021 | Punjab, Indien

CORE COMPETENCIES

Financial Operations
Financial Administration · Invoice Processing · SEPA Payments · Payment Follow-up · Payroll Data Coordination · Cost Monitoring · DATEV Workflows.

Business Operations
Business Operations Coordination · Process Improvement · Workflow Management · Project Coordination · Task Prioritisation · Issue Resolution · Operational Documentation.

Administration & Stakeholders
Employee Administration · Contracts & Documentation · Supplier Coordination · Service Provider Coordination · Compliance Support · Cross-functional Communication.

TOOLS

DATEV - Unternehmer & Arbeitnehmer, financial/document workflow support
Microsoft Office
Google Workspace
Adobe Creative Cloud - additional digital capability

LANGUAGES

Telugu	English	Deutsch	Hindi
Native/Bilingual	Fluent	A2 (progressing toward B1)	Proficient

CERTIFICATIONS

— Adobe Creative Cloud | Autodesk 3D Design | Priority and Task management | Creativity and Innovation | AI Productivity | Google Workspace | Personal Branding | Business Development and Entrepreneurship | SEO Professional