

PAWAN WAGHMARE

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SUMMARY

Analyst with 2 years 4 months of cross-functional experience across operations analytics, sales forecasting, resource management, and process automation. Adaptive at building data-driven reports in Advanced Excel and Python, collaborating with leadership and stakeholders, and driving execution under ambiguity. Strong interest in emerging technologies like Generative AI, Agentic AI and Robotics.

EDUCATION

Ramrao Adik Institute of Technology

Bachelors of Engineering Electronics and Telecommunication *GPA: 9.1*

Navi Mumbai

Aug 2019 - May 2023

WORK EXPERIENCE

LТИMindtree

Software Engineer- *Business Operations*

Mumbai, Maharashtra

June 2024 - Present

- Create weekly manpower and headcount reports (billed/unbilled) and partner with WFM and leadership to enable staffing decisions and governance cadences.
- Automate repetitive reporting tasks using Advanced Excel/Python, improving turnaround time and consistency.
- Track allocation and utilization metrics; build executive ready summaries and present insights to the leadership.
- Design standardized templates/trackers for vendor/resource requests; establish SLA monitoring and escalation paths.
- Conduct ad-hoc secondary research to benchmark tools/processes and recommend operational improvements.

PDR Organisation Private Limited

Assistant Manager

Mumbai, Maharashtra

July 2023 - June 2024

- Collaborated with sales stakeholders to analyze sales and recovery trends; delivered monthly forecasts and MIS dashboards.
- Owned end-to-end invoicing to clients; coordinated with internal teams and customers to ensure timely billing and collections.
- Developed standardized Excel reports improving visibility into pipeline, conversion and recovery KPIs.
- Supported leadership reviews with structured insights and recommendations for revenue operations.

SKILLS

Skills: Advance Excel, Power Automate, Python, MS Office, AI Tools, Stakeholder Management