UTKARSH MESHRAM

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PROFESSIONAL SUMMARY

Business Analyst with experience driving execution clarity across operations and finance through structured problem-solving, data-driven reporting, and cross-functional coordination. Strong at breaking down ambiguous business problems, translating them into measurable workflows, and enabling leadership decisions through reliable insights and disciplined execution.

PROFESSIONAL EXPERIENCE

Business Analyst | Dhaninfo Pvt. Ltd.   **Sep 2024 – Present, Nagpur**

- Owned end-to-end problem definition and delivery for daily operations and weekly performance reporting, enabling leadership to track execution progress, workforce performance, and financial risk.
- Led requirement gathering and solution design for recurring reports and operational trackers, translating business questions into structured, decision-ready outputs.
- Automated high-frequency reporting workflows using Advanced Excel, VBA, and Power Automate, reducing preparation effort by ~75% while improving accuracy and consistency.
- Designed and maintained execution tracking frameworks for work orders, milestones, and resource activity to improve visibility across teams.
- Acted as functional owner for Aspire CRM, coordinating system changes, issue resolution, and user support with internal IT teams.
- Supported Acumatica ERP workflows across invoicing, payments, and reconciliation, helping align operational execution with financial outcomes.
- Coordinated across business, IT, and reporting stakeholders to track dependencies, resolve issues, and ensure timely delivery in a fast-paced environment.

LEADERSHIP & SOCIAL IMPACT

Outreach Secretary (Volunteer) | UPAY NGO - Nagpur Region

- Coordinated outreach operations across multiple NGO centers, supporting planning, execution tracking, and issue escalation.
- Structured volunteer communication and activity planning to improve execution consistency across initiatives.

CORE COMPETENCIES

Problem Structuring • Business Analysis • Requirement-to-Delivery Ownership • Cross-Functional Coordination • Operations & Performance Reporting • Process Improvement • Risk & Escalation Management • Stakeholder Communication

TOOLS & PLATFORMS

Advanced Excel (Automation, VBA) • Power Automate • SQL • Power BI • Aspire CRM • Acumatica ERP • Microsoft 365 Tools

EDUCATION

Bachelor of Engineering - Electrical Engineering
St. Vincent Pallotti College, Nagpur | CGPA: 8.3

CERTIFICATIONS

Microsoft Power BI Certification | Exploratory Data Analysis in Excel | Introduction to SQL | JPMorgan Excel Job Simulation (Forage)