

UTKARSH MESHRAM

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PROFESSIONAL SUMMARY

Business Analyst with 1.4+ years of experience supporting operations and finance teams through requirements ownership, financial MIS, and data reconciliation across CRM and ERP systems. Experienced in working with finance and accounting stakeholders to identify data gaps, improve system accuracy, and strengthen alignment between operational execution and financial outcomes. Strong exposure to operational finance reporting, utilization tracking, budget vs actual analysis, exception handling, and governance in process-driven environments.

PROFESSIONAL EXPERIENCE

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

- Owned end-to-end business and functional requirements (BRD / FRD) for operational and finance-related reporting across BAU activities.
- Delivered daily and weekly management MIS covering workforce utilization, salary inputs, open invoices, pending payments, work orders, and operational backlogs.
- Worked closely with finance and accounting teams to identify data gaps, ensure correct system entries, and improve reconciliation between operational and financial systems.
- Automated and standardized reporting using Advanced Excel (VBA), Power Automate, and Power BI, reducing manual effort by ~75% while improving accuracy and consistency.
- Performed budget vs actual and variance analysis across branches to track operational spend and highlight cost leakage, including completed work pending invoicing.
- Tracked utilization of workforce and materials, monitored overdue work orders and tickets, and flagged timeline deviations impacting invoicing and cash flow.
- Acted as functional owner for Aspire CRM and supported Acumatica ERP workflows related to invoicing, payments, and reconciliation.
- Strengthened operational governance by defining ownership, escalation paths, and follow-ups, ensuring zero missed reporting or compliance deliverables.

CORE COMPETENCIES

Business Analysis & Requirement Ownership • Financial MIS & Management Reporting • Budget vs Actual & Variance Analysis • Cross-Functional Coordination • Data Validation, Reconciliation & Controls • Utilization & Exception Reporting • Finance & Operations Stakeholder Coordination • UAT Support • Process Governance & Escalation • Agile / Iterative Delivery

TOOLS & PLATFORMS

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

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)