

# UTKARSH MESHAM

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## PROFESSIONAL SUMMARY

Business Analyst with 1.4+ years of experience owning requirements from problem identification to delivery across digital platforms, internal systems, and reporting solutions. Proven at coordinating with cross-functional teams (business, IT, QA) to translate business needs into executable solutions, improve execution visibility, and drive timely delivery.

## KEY IMPACT HIGHLIGHTS

- Led the design and delivery of daily and weekly execution dashboards, enabling leadership to proactively track operational progress, workforce performance, and financial risk.
- Owned automation of recurring reporting workflows, coordinating requirements and implementation using Excel, VBA, and Power Automate—reducing preparation time by ~75%.
- Streamlined workflow ownership and escalation paths, ensuring zero missed reporting and operational deliverables.

## PROFESSIONAL EXPERIENCE

### Business Analyst | Dhaninfo Pvt. Ltd.

Sep 2024 – Present, Nagpur

- Owned and delivered daily operational status reports and 5–7 weekly operational and financial reports, supporting workforce planning, project tracking, and risk management.
- Gathered requirements, coordinated implementation, and automated reporting workflows using Advanced Excel, VBA, and Power Automate, improving turnaround time, accuracy, and consistency.
- Analyzed business requirements and designed Excel-based project and milestone tracking frameworks covering work orders, employee activity, and reporting timelines.
- Acted as functional owner for Aspire CRM, coordinating configuration changes, issue resolution, and user support in collaboration with internal IT teams.
- Supported Acumatica ERP workflows related to purchase orders, invoices, payment tracking, and reconciliation.
- Coordinated delivery timelines, tracked dependencies, and supported issue resolution across business, IT, and reporting teams in a fast-paced, deadline-driven environment.

## LEADERSHIP & VOLUNTEER EXPERIENCE

### Outreach Secretary (Volunteer) | UPAY NGO - Nagpur Region

- Coordinated outreach and operational activities across multiple NGO centers in the Nagpur region.
- Supported volunteer communication and execution of educational initiatives through structured planning.

## CORE COMPETENCIES

Business Analysis • Requirement-to-Delivery Ownership • Cross-Functional Coordination • Operations & Finance Reporting • Process Optimization • ERP & Workflow Support • Risk & Escalation Management

## TOOLS & PLATFORMS

Advanced Microsoft 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)