

UTKARSH MESHAM

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PROFESSIONAL SUMMARY

Business Analyst with 1.4+ years of experience driving operations and finance efficiency through ERP workflows, reporting automation, and process optimization. Proven in enabling leadership decision-making, reducing operational risk, and improving execution visibility across business operations.

KEY IMPACT HIGHLIGHTS

- Enabled leadership to proactively track operational progress, workforce performance, and financial risks through structured daily and weekly reporting.
- Automated recurring reports using Excel, VBA, and Power Automate, reducing preparation time by ~75% (from ~40 minutes to ~10 minutes).
- Streamlined workflow ownership and escalation paths, ensuring zero missed reporting and operational deliverables.

PROFESSIONAL EXPERIENCE

Business Analyst | Dhaninfo Pvt. Ltd.

Sep 2024 – Present, Nagpur

- Delivered daily operational status reports and 5–7 weekly operational and financial reports supporting workforce planning, project tracking, and risk management.
- 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.
- Administered Aspire CRM as part of the Business Analyst role, supporting workflow configuration, issue resolution, and user support.
- Supported Acumatica ERP workflows related to purchase orders, invoices, payment tracking, and reconciliation.
- Collaborated with operations, finance, and IT stakeholders to gather requirements, resolve escalations, and align execution.

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 • Operations & Finance Reporting • Process Optimization • Workflow Improvement • Stakeholder Coordination • Requirement Gathering • Escalation Resolution • ERP Workflow Support • Risk Monitoring

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)