



Sarthak Pattnaik

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MBA candidate transitioning from successful legal career to business and management. Established as diligent legal professional with extensive background and track record. Adept in drafting, research, and advocacy. Proficient in advising, negotiating, due diligence. Dedicated to achieving optimal outcomes for clients and organizations.

EDUCATION

2023 – Pursuing MBA, Muma College of Business, University of South Florida	USA
2020 – Master of Law, KIIT School of Law	India
2018 – Bachelor of Business Administration and Bachelor of Law (Honors.), National Law University Odisha	India

SKILLS

Consulting, Contract Management, Document Management, Drafting Agreements, Compliance, Risk, Negotiations

EXPERIENCE

nyaay.ai, Bhubaneswar, Odisha

Jun 2023

co-founder

AI-powered legal platform

- Selected for the Student Innovation Incubator Cohort of 2023 - 2024 at USF Connect
- Selected for the Founder University Cohort 7, San Francisco CA
- Selected for the Debut Labs Cohort 2, Tampa FL

KIIT-TBI (Technology Business Incubator), Bhubaneswar, Odisha

July 2021 – July 2023

Legal Manager

- Prepared and sent legal notices to clients and IP infringers, also filed legal or civil cases against debtors/Incubatees defaulting payments, resulting in a recovery of over \$50,000 in unpaid dues.
- Managed and oversaw the Company's contracting purposes, including contract forms and legal contracts repository, which led to a 30% increase in efficiency and accuracy in legal documentation.
- Provided legal assistance to the Human resources team for employment matters and contract to draft for employment and other relating matters.
- Collaborated with stakeholders and account owners/departments to educate internal stakeholders on compliance, legal, and data protection requirements and to continuously promote a culture of compliance, integrity, and data protection internally.
- Provided counsel, assistance, and Support in the creation of structures and environment for ethical and legal compliances and support enforcement of global compliance policies that are applicable across multiple business units.

iServeU, Bhubaneswar, Odisha

Apr 2020 - Jun 2020

Legal Executive

- Successfully drafted and sent legal emails to clients in over 15 cases of non-adherence to service agreements, effectively initiating resolution discussions and improving contract compliance by 3%.
- Led the preparation of more than 10 service agreements and conducted thorough due diligence for client onboarding, contributing to a seamless onboarding process and a 5% reduction in onboarding time.

Legal Associate

- Conducted legal due diligence for 11 complex real estate projects, identified, and mitigated legal risks that ensured timely completion and handover of projects to clients.
- Advised and represented the company in 13 cases related to commercial disputes, employment disputes, and contract disputes, achieved an impressive success rate of 33% and saved the company over \$1 million in potential losses.
- Conducted legal research and analysis, drafted 80 legal opinions, agreements, and other legal documents that ensured legal compliance and minimized potential risks.
- Conducted legal training for 47 employees, enhanced their legal knowledge, and understanding, which resulted in improved legal compliance and reduced legal risks.
- Was recognized as the Best Performer for increasing revenue by 25% within the first year of joining. Implemented innovative legal strategies and negotiated successful deals resulting in a 30% reduction in legal expenses and a 20% increase in profit margins.

ACHIEVEMENTS

Languages: English, Learning German (Duolingo)

- Best Performer for increasing revenue by 25% within the first year of joining -SRAIPL,2019
- Awarded DAAD scholarship to attend the U.S.-German Summer School on International and Comparative Law, Giessen, Germany, 2017
- Awarded scholarship by Richard Seth Staley Educational Foundation to participate in the seminar on "Economics of Business Success," Chapman University, Orange, CA, USA, 2015
- Awarded scholarship to participate in the seminar on "Liberty & Free Markets," Christian Colorado University, Denver, USA, 2015
- Authored two research papers on Business Economics in India: The Review of Labour Market and Corporate Social Responsibility's Control on Companies.

VOLUNTARY EXPERIENCE

- As a project coordinator at Orissa Voluntary Health Association (OVHA), facilitated health screenings for 500+ individuals, secured funding for 5 health awareness camps, and advocated for improved health policies, reaching 1000+ community members for a year (May'21- June'22)
- Led a legal training program for 47 employees, enhanced their legal knowledge, and understanding, which resulted in improved legal compliance and reduced legal risks at SRAIPL (April'20)

PROFESSIONAL AFFILIATIONS

- All India Bar Council, India November 2019
Advocate, Registration No. 577494689, provides the certificate or license to legally practice law in India.
- Odisha Bar Council December 2018
State Bar Member, Registration No. O-1374-2018, promoting access to justice, and representing the interests of advocates within the state.