

SARVENDRA NARAYAN

LEGAL OPERATIONS & CONTRACT MANAGEMENT MANAGER | CLM | COMPLIANCE | LEGAL TECHNOLOGY

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PROFESSIONAL SUMMARY

Legal operations and contract management professional with 9+ years of experience spanning commercial contracting, CLM implementation, contract migration, compliance, KYC/due diligence, litigation operations, client delivery, and legal technology. Currently supporting global legal operations at DWF, with hands-on experience in pharmaceutical contract workflows, Icertis, ServiceNow, AI-assisted review, process governance, stakeholder management, team leadership, and quality control. Known for translating complex legal requirements into scalable workflows, clear reporting, and reliable outcomes across US, UK, and India stakeholders.

CORE COMPETENCIES

Contracting & CLM	Commercial Contracts NDAs/CDAs MSAs SOWs DPAs Contract Migration Repository Governance Metadata Quality
Compliance & Risk	KYC/AML Due Diligence Data Privacy Information Security Regulatory Documentation Audit Readiness
Legal Operations	Process Design Service Delivery SOPs/Playbooks Quality Control Reporting Stakeholder Management Training
Technology	Icertis ICM ServiceNow ContractPodAi Salesforce GEMS Intapp Legora Harvey AI Claude AI Microsoft 365

PROFESSIONAL EXPERIENCE

LEGAL MANAGER - LEGAL OPERATIONS (INDIA) DWF Pune	Apr 2025 - Present
- Lead contract, compliance, and legal-technology workstreams for global clients, balancing operational delivery, stakeholder expectations, quality, and governance across concurrent matters. - Review, redline, negotiate, and execute commercial agreements including NDAs/CDAs, MSAs, SOWs, licensing, vendor, lease, claim, and pharmaceutical-related contracts. - Support Regeneron legal operations through Icertis and ServiceNow workflows, including contract reclassification, contract recreation, metadata validation, ticket updates, and handoff to ICM support teams. - Manage pharmaceutical CDA workflows, coordinate directly with client law-department stakeholders, maintain process alignment, and translate feedback into reference guidance and team training. - Serve as custodian of contract repositories by designing structured capture, governance, monitoring, and QC controls for critical contract data across the lifecycle. - Conduct KYC checks and regulatory due diligence; prepare structured reports by extracting, validating, and synthesizing contractual and corporate information. - Use AI-assisted legal workflows and prompt engineering to improve contract review, data extraction, reporting, and operational consistency, with human review retained for final outputs. - Lead onboarding, training, workload allocation, and quality oversight for teams of 10-15 legal professionals across multiple workstreams. - Maintain 99-100% delivery accuracy through defined QC controls and peer review; achieved a 100% score in an ISO audit for a managed project and received the DWF Mentor Award 2026 and named Runner-up for the DWF Rubies Award 2026. - Helped establish a new portfolio workstream involving automated claim forms and multilingual contracts, supporting service expansion and repeatable delivery.	
LEGAL MANAGER - LEGAL SOLUTIONS Legasis Private Limited Mumbai	Feb 2023 - Mar 2025
- Drafted, reviewed, redlined, and negotiated MSAs, NDAs, DPAs, and related commercial documents, with focused review of privacy, information security, liability, and financial terms. - Implemented contract-management solutions for 50+ clients using CARRAR and Inception, including workflow configuration, governance, user adoption, and client training. - Led delivery teams, audits, escalations, and compliance workflows; developed practical controls to support consistent execution and reduce process gaps. - Designed litigation-management solutions for 60+ clients and maintained matter, hearing, notice, cause-list, and budget tracking for legal-risk oversight.	

- Managed relationships with 100+ clients, delivered demonstrations and onboarding, resolved escalations, and supported retention and cross-functional growth opportunities.
- Supported corporate-secretarial activities including board notices, agendas, minutes, and resolutions, and coordinated inputs for annual-report submissions.

ASSISTANT LEGAL MANAGER - CONTRACT MIGRATION |

Aug 2022 - Jan 2023

ContractPodAi Solutions Pvt. Ltd. | Mumbai

- Delivered contract migration and legal-intake activities within an AI-enabled CLM environment, supporting data extraction, validation, workflow mapping, and client guidance.
- Applied generative-AI concepts to legal use cases while maintaining quality controls and clear escalation paths for ambiguous contract content.
- Supported legal teams with process guidance and achieved 100% client satisfaction within the assigned project scope.

FUNCTIONAL MANAGER |

May 2021 - Jul 2022

Icertis / NP Consulting Pvt. Ltd. | Pune

- Managed contract and litigation-management system operations, including configurations, customizations, environment coordination, contract analysis, and reporting.
- Oversaw a 110-member delivery organization and guided teams in contract review, data management, issue resolution, and operational execution.
- Partnered with stakeholders to translate business requirements into scalable CLM processes and consistent delivery controls.

LEGAL COUNSEL |

Jun 2020 - Dec 2020

R.P. Luthra & Associates | New Delhi

- Conducted legal research, drafted pleadings and legal documents, represented clients in online proceedings, and advised on labour, family, corporate, and commercial-law matters.

LEGAL ASSOCIATE |

Jan 2019 - Oct 2019

Brightleaf Biz Solutions India Pvt. Ltd. | Pune

- Abstracted complex contracts, performed quality assurance, generated analytical reports, maintained client communication, trained team members, and supported legal-tool development.

SENIOR LEGAL ASSOCIATE |

May 2018 - Dec 2018

Lex Legal - Corporate Law Advocates | Mumbai

- Drafted applications, rejoinders, petitions, contracts, and agreements, and appeared before the Bombay High Court, Sessions Court, City Civil Court, NCLT, and DRT.

EXECUTIVE - BUSINESS DEVELOPMENT & LEGAL |

May 2017 - Apr 2018

Top Lawyers Associate | Mumbai

- Supported Mumbai High Court and CESTAT matters, contract abstraction, legal drafting, client coordination, and business-development activities.

EDUCATION & CREDENTIALS

LL.M., Bharati Vidyapeeth University, New Law College, Pune | 2019

BBA LL.B. (Full-Time), Bharati Vidyapeeth University, New Law College, Pune | 2017

Bar-Certified Lawyer | Certified Compliance & Ethics Professional

Diploma in Corporate Law and Cyber Law, Asian School of Cyber Law

ADDITIONAL INFORMATION

Languages: English | Hindi | Marathi

Recognition: Recommended for the Indian Army Judge Advocate General (JAG) Entry

Competitive motorsports enthusiast with multiple wins in motocross and track racing.