

NITISH KUMAR SAHOO

Assistant Manager | Incubation Operations | Programme Management | Startup Ecosystem

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PROFESSIONAL SUMMARY

Startup ecosystem professional with progressive experience in incubation operations, programme management, and government-backed innovation initiatives. Currently managing 3 concurrent incubation programmes supporting 50+ founders — handling end-to-end delivery from cohort onboarding to Demo Day. Demonstrated ability to coordinate multi-stakeholder ecosystems, automate workflows using AI tools, and produce high-quality institutional reporting. Combines operational discipline, creative branding, and founder-centric thinking to drive measurable ecosystem impact.

IMPACT AT A GLANCE

50+ Startups Supported

3 Programmes Managed

80+ ATL Schools Engaged

150+ Deliverables Created

PROFESSIONAL EXPERIENCE

Assistant Manager — AIC Nalanda Incubation Foundation, Odisha, India Apr 2026 – Present
Incubation Operations | Programme Management | Government Innovation | AI Workflow Automation

- Manage **3 simultaneous incubation programmes** — IdeaNest 6.0 (31 startups), IdeaNest 7.0 (11 student teams), Vritika 2.0 (17 women-led startups, partner: Startup Odisha) — overseeing full lifecycle from onboarding to Demo Day.
- Supervise a team of 10+ volunteers; plan and execute mentor clinics, IP clinics, legal & compliance sessions, cluster community days, and investor pitch events.
- Lead **ATL Sarathi** outreach under Atal Innovation Mission, NITI Aayog — engaging 80+ active schools, teachers, and student innovators statewide.
- Built AI-powered operational dashboards and automated reporting workflows (ChatGPT, Gemini, Claude, Antigravity), reducing documentation turnaround significantly.
- Produce quarterly institutional reports, presentation decks, and compliance submissions for government and ecosystem partners.

Research Analyst — AIC Nalanda Incubation Foundation, Odisha, India Jan 2026 – Mar 2026
Ecosystem Research | Programme Planning | Stakeholder Reporting

- Researched regional startup incubation models and ecosystem benchmarks; produced analysis reports that informed programme design.
- Prepared financial documents, monthly progress reports, and quarterly summaries for institutional stakeholders.
- Coordinated mentor clinics, pitch sessions, and designed newsletters, brochures, and programme collateral.

Project Intern — AIC Nalanda Incubation Foundation, Odisha, India May 2025 – Dec 2025
Branding | Communications | Event Coordination | ATL Sarathi

- Coordinated ATL Sarathi school-level outreach across Odisha; engaged teachers, innovation in-charges, and student teams.
- Produced brand collateral, social media creatives, newsletters, and video content (Canva, Figma, DaVinci Resolve); supported cohort documentation, startup onboarding, and logistics for 7+ events including Viksit Bharat Buildathon and Mega Tinkering Day.

International Freelance Video Editor — Self-Employed, Remote 2022 – 2024
Real Estate Marketing | Post-Production | Client Management

- Delivered 20+ international real estate video editing projects; managed end-to-end post-production, client communication, and strict delivery timelines independently.

CORE COMPETENCIES & TOOLS

Programme Operations	Incubation management, cohort coordination, compliance reporting, documentation, event management
Stakeholder Engagement	Founder support, mentor coordination, government liaison, investor pitch events, school outreach
AI & Automation	ChatGPT, Gemini, Claude, Antigravity; AI-powered dashboards & workflow automation
Branding & Creative	Canva, Figma, DaVinci Resolve, social media creatives, newsletters, brochures
Office & Productivity	Google Docs, Sheets, Slides, Drive; data modelling, executive briefing documents
Languages	English (Professional) Hindi (Professional) Odia (Native)

EDUCATION

Bachelor of Computer Applications (BCA) – Dreams University	2024 – 2027 (Expected)
Higher Secondary (Science) – St. Xavier's Higher Secondary School	2022 – 2024
Secondary Education – St. Xavier's High School	2009 – 2022