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## Education

Bachelors in Mass Communication  
Virtual University Pakistan

ACCA (cbe only) 2010

Cambridge A'levels  
Avicenna 2008

Cambridge O'levels  
Springfield School 2006

MB-910 Dynamics 365 Fundamentals (in progress) - Microsoft Learn  
HubSpot Sales Certification - HubSpot Academy  
Consultative/ Enterprise B2B Sales - LinkedIn Learning  
Lead Generation Foundations - LinkedIn Learning  
Rhetoric Public Speaking and Persuasive Writing - Harvard (edx)  
Exercising Leadership - Harvard (edx)  
Client Relationship Management - IIBM (edx)  
Crises Communication and Management - Dartmouth College (edx)  
Business Communication - Doainx (edx)

## Proficiency

### Business Proficiency:

- B2B Sales and Client Acquisition
- Public Relations & Partnership Building
- Cross Functional Collaboration
- Coworking Strategist
- Critical Thinking and Problem Solving
- Global Market Awareness

### Technical Proficiency:

- Microsoft Dynamics 365 CRM & ERP
- Slack
- Bitrix
- Jira

# MEHAK KALIA

## Business Development Manager

An adaptable business development and communication professional with hands-on experience in Microsoft Dynamics, Technology Solutions, Coworking and Client relations. I am skilled in securing strategic partnerships, managing cross-functional teams and delivering tailored solutions that enhance brand growth and customer success.

## Experience

### Tech Ventures

#### Business Development Manager

July 2025 - Present

- Onboard customers from diverse industries including Manufacturing, Banking, Retail, Real Estate and Healthcare to Microsoft Dynamics 365 across the globe with stronger presence in GCC regions
- Coordinate cross-functional internal teams to facilitate product demos and technical support, ensuring seamless client experiences
- Develop and present tailored proposal plans aligned with each client's specific requirements, industry context and budget constraints.
- Acquire strategic partnerships in similar fields to expand business reach and enhance service capabilities
- Maintain and strengthen client relationships through consistent engagements and support long-term client relationships through consistent engagement, proactive communication and dedicated support, resulting in sustained client satisfaction and retention.

### The Coworking Spaces - Digital Bee Studio

#### Head of Brand & Communication

2024 - 2025

- Built strategic partnerships with over 600 coworking spaces across the UAE, UK, USA, and beyond.
- Secured and presented Broker Agreements, successfully bringing in 60 contractual businesses by tailoring solutions based on varying business needs and benefits.
- Actively managed inbound leads, referrals, and client inquiries, ensuring workspace recommendations aligned with specific requirements and securing the best-fit deals on their behalf.
- Oversaw content campaigns to highlight workspaces and drive engagement across GCC and global markets.
- Hosted podcast episodes featuring coworking founders.

### COSPACE

#### Community Manager

2022 - 2024

- Attended the PASHA Awards and engaged with members ensuring a positive work culture was maintained in the coworking space.
- Managed social media platforms, driving engagement and visibility. Organized, facilitate and approve networking events, workshops, and meetings.
- Converted leads into members and worked on customizing membership agreements to meet individual needs.
- Supervised day-to-day operations, ensure that the coworking space is organized and well-maintained
- Gathered feedback from members, implement improvements and make necessary changes.

## International Experience and Global Mobility

Valid Visas and travel history of USA, Canada and Schengen Countries