



MANSI KOLI

BUSINESS DEVELOPMENT EXECUTIVE/MARKETING

Education

Bachelor of Mass Media
K.G MITTAL COLLEGE

2019 - 2022

Master in Entertainment
Media and Advertising

R.D National College
2022 - 2024

Skills

- **Communication**
- **Management Skills**
- **Problem-Solving**
- **Adaptability**
- **Presentation Skills**
- **Teamwork**
- **Attention to details**

Language

- **English**
- **Hindi**
- **Marathi**

Contact

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PROFILE

A Master in Entertainment in Media and Advertising looking for with a passion for creative marketing strategies and consumer engagement and to explore in Media Industry. 1 year of progressive experience in sales and marketing roles. Result oriented and a proven track record of exceeding the sales targets assigned by the previous companies and building impactful relationships with the customers/clients. Proficient in conducting cold calls and CRM system.

Professional Experience

JAN 2025
-

JULY 2025

DAAKU AUNTIES

PRODUCTION DESIGNING ART DEPARTMENT

- Assisting the production design and art department with set planning, on-site coordination, and sourcing materials.
- Handling basic accounts and preparing invoices for the production team.
- Supporting set dressers during shoots, managing props, and ensuring set continuity.
- Performing multi-tasking duties across departments, gaining hands-on exposure to behind-the-scenes operations in media production.

OCT 2023
-

APR 2024

COMPUTRAIN STUDY ABROAD

BUSINESS DEVELOPMENT EXECUTIVE

- Coordinated with students and parents for counselling sessions, resolving queries, and explaining application processes.
- Assisted counsellors during and after seminars to ensure smooth flow and engagement.
- Managed student data and records efficiently through CRM and Excel for admission tracking.
- Helped in preparing and submitting student applications to international universities.
- Maintained regular follow-ups to support students throughout the admission journey.

NOV2021
-

JUN2022

KEY MANSION

CLIENT SUPPORT EXECUTIVE EVENTS TELE-CALLER

- Coordinated with clients over phone for home loan documentation and approvals.
- Collected, verified, and uploaded loan-related data into internal systems.
- Acted as a key point of contact between loan officers and clients to streamline the process.
- Engaged potential customers via phone to pitch upcoming property events and schedule site visits.
- Maintained records of call logs, interested leads, and follow-up reminders.
- Provided initial information to clients and transferred hot leads to the sales team.