



Alex Lal

Administration/Sales

Dynamic professional, with a strong background and vast working experience of over 14 years within the fields of Education, Professional services, and Construction Sector. An independent, motivated and a flexible team player, as well as dedicated, sincere and trustworthy, with excellent communicative, management and client relationship skills with passion to work independently.

Contact

Phone
+971556802493

Email
lalalex09@gmail.com

Address
Dubai, UAE

Education

2003
Masters MSc
Bharathidasan University

2018
MBA
TNO University

Diploma in Computer Application
G-TECH Computer Education

Expertise

- MS Office
- Word
- Excel
- Power Point
- Engage
- Oracle based Intranet

Language

English
Hindi
Malayalam

Experience

- **2011 - 2023**
Amity University, Dubai
Academic Coordinator/Examination Officer/Asst. to PVC
 - Coordination between Dean, Faculty and Academic office for execution of classes
 - Timetable setting up, publishing and class allocations
 - Identifying faculty, discussion about courses and allocation of adjuncts
 - Conducting examinations in line with examination board regulations
 - Timetable setting up, publishing and venue arrangements
 - Question paper moderation and distribution
 - Role to associate with VIP clients and international/local officials
 - Coordination with officials in DIAC & KHDA
 - Talent screening for international professionals
- **2009 - 2011**
KPMG
Business Unit Administrator
 - Client level Coordinator to Senior management for an Auditing firm (Big 4) KPMG
 - Managed the co-ordination of Audit team and clients
 - Daily handling and managing highly confidential material
 - Handled logistics and allocation of conferences (International/National)
 - Main point of contact for Consultants and Subcontractors
 - Oracle level engage operations
 - Job code creations
- **2007 - 2009**
Al Rostamani Pegel LLC
Secretary to Project Manager
 - Managed direct correspondence with Consultants and Subcontractors
 - Handled submission for documents, consultant approval, RFA etc. for projects
 - Arranged/created payment certificates for subcontractors and submitted to Head Office
 - Prepared weekly progress reports for submission to consultants
 - Handled internal office communication from local sites and Head Office
 - Signatory authority in the absence of Sr. Manager

Reference

Dr. Nrashant Singh
Amity University
Phone: +971 52 4462235

Dr. Kamal Abouchedid
Amity University
Phone: +961 70 633 318