

## ASSISTANT OFFICER – HEALTH CLAIMS (Temporary) 1 nos. of vacancy

### REQUIREMENTS

- GCE O'Level 05 passes (Grade C and above)
- Computer skills with knowledge of MS Office Applications
- Previous work experience in customer service
- Able to work independently and adhere to tight reporting deadline
- Excellent verbal and written communication skills in Dhivehi and English

### RESPONSIBILITIES

- Registration of submitted claims into the system
- Accepting and acknowledging the claims
- Data entry and process of claims
- Update and maintain claim registers and documentation

### REMUNERATION

- An attractive salary package will be provided to the successful candidate

**CONTRACT DURATION: SIX (06) MONTHS**

Interested candidates please apply in writing along with Job Application Form, Job Letter, ID card copy, CV, and copies of relevant certificates to:

Allied Insurance Company of the Maldives Pvt. Ltd.  
Allied Building, 3rd Floor, Chaandhanee Magu,  
Male', 20156,  
Maldives

1600  
332 5035  
jobs@allied.mv  
www.allied.mv

- Application form is available at our website
- Applications with:
  - inaccurate information,
  - incomplete application form
  - missing other required documents such as CV, letterswill be disqualified

Please apply on or before 02 November 2022 — 15:30 hrs.

Only shortlisted candidates will be called for interview and for more information call us at 1600  
(All prospective employees must pass a background check)