

Join the **Leading Insurer** of the Maldives.

ASSISTANT OFFICER – AYADY TAKAFUL **(Allied Islamic Window)**

REQUIREMENTS

- IGCSE O'Level 05 passes or Edexcel International A'Level 02 passes (Grade C and above)
- Previous work experience in sales and marketing will be an added advantage
- Computer skills with knowledge of MS Office Applications
- Excellent verbal and written communication skills in Dhivehi and English
- Excellent inter-personal skills and ability to work in a team environment
- Able to work independently and adhere to tight reporting deadlines
- Pleasant personality

RESPONSIBILITIES

- Establishing relationship between customers by providing support, guidance and information
- Maintain high standard of service while dealing with customers
- Receiving mails, application and other documents related to Takaful services
- Attending customer requests and issuing quotation
- Preparing daily reports for Takaful operation

REMUNERATION & BENEFITS

- Attractive salary based on qualification and experience
- Annual Bonus
- Flexible Leave Arrangement
- Sales Incentive
- Health & Life Takaful Plan
- Third Party Credit Schemes
- Staff Loan Scheme
- Learning & Development

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, Chaandhane 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, letters will be disqualified

Please apply on or before 04 December 2022 — 15:30 hrs.

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

