

Registration Number: C01192020

Ref. Number: MSS-JV/2023/021

Date: 18th May 2023

INTERNSHIP OPPORTUNITY

<p>On the occasion of IMO Women in Maritime Day 2023, we have opened up special internship opportunities targeted at young women interested to develop their careers in the shipping industry as below.</p>	
Position Name	Intern - Operations
No. of Position	1
Worksite / Department	STO Trade Center / 2 nd Floor
Allowance	<ul style="list-style-type: none"> MVR 200/- per day
Job Responsibilities	<ul style="list-style-type: none"> Assist in preparing PDA for agency requests. Assist operations team in overlook and being on call during proceedings of cargo operations for vessels. Assist in preparing FDA once all invoices are received from the authorities. Attending to any correspondence and emails by authorities, customers, agents, and charterers. Following up on pending day-to-day tasks and ensuring all documents are filed systematically both in physical and electronic means. Review, verify and reconcile shipping documents received. Ensure all required vessel documents for arrival, berthing, cargo operations, departure are prepared and submitted to authorities in a timely manner. Work closely with the management to oversee daily operations. Additional tasks assigned by the Supervisor
Required Qualifications	<ul style="list-style-type: none"> Minimum 4 passes in O' Level and minimum "C" pass in English and Mathematics in IGCSE or equivalent qualification
Deadline	31 st December 2023/ 1400hrs
How to Apply	<p>Interested candidates may send the following documents to our email info@stateshipping.mv</p> <ol style="list-style-type: none"> Cover letter Copy of ID card Copies of academic certificates

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| | <ol style="list-style-type: none">4. CV5. Copies of reference letter by previous employers |
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For further clarifications you may contact us on +960 3029200.