

Registration Number: C01192020

Ref. Number: MSS-JV/2023/035

Date: 3<sup>rd</sup> July 2023

**INTERNSHIP OPPORTUNITY**

Position Name	Accounts Intern
No. of Position	1
Worksite / Department	STO Trade Center / 2 <sup>nd</sup> Floor
Salary	<ul style="list-style-type: none"> <li>• 200.00 per working day.</li> </ul>
Job Responsibilities	<ul style="list-style-type: none"> <li>• Processing invoices</li> <li>• Processing requests for expenses</li> <li>• Credit management controls</li> <li>• Maintenance of cash book</li> <li>• Maintaining the procurement and sales ledgers for the company</li> <li>• Reconciliation with Banks</li> <li>• Raising sales invoices</li> <li>• Liaising with third party customers and suppliers</li> <li>• Basic administration tasks of the division</li> <li>• Collaborate with team members for smooth operations of the division.</li> <li>• Additional tasks assigned by the Supervisor.</li> <li>• Following up on pending day-to-day tasks and ensuring all documents are filed systematically in both physical and electronic means.</li> <li>• Ensure being on call beyond working hours to troubleshoot any urgent matter in office.</li> </ul>
Required Qualifications	<ul style="list-style-type: none"> <li>• Minimum 4 passes in O' Level and minimum "C" pass in English and Mathematics in IGCSE or equivalent qualification</li> <li>• The ideal candidate should be detail oriented, possess good communication and organizational skills.</li> <li>• Able to work independently and willing to work long hours.</li> <li>• Proficient in MS Office.</li> <li>• Positive working attitude and a good team player.</li> </ul>
Deadline	9 <sup>th</sup> July 2023/ 1400hrs
How to Apply	<p>Interested candidates may send the following documents to our email <a href="mailto:info@stateshipping.mv">info@stateshipping.mv</a></p> <ol style="list-style-type: none"> <li>1. Cover letter</li> <li>2. Copy of ID card</li> </ol>

3. Copies of academic certificates
4. CV
5. Copies of reference letter by previous employers

For further clarifications you may contact us on +960 3029200.