

DATA ENTRY OFFICER – HEALTH CLAIMS **(Temporary – 3 Months)**

Allied Insurance Company, the leading insurer of the Maldives is looking for dedicated and energetic candidates to support and assist in processing health claims.

JOB REQUIREMENTS

- Minimum IGCSE O' Level graduate and additional computer training/certification would be a plus
- Excellent verbal and written communication skills in Dhivehi and English
- Computer skills with knowledge of MS Office Applications
- Able to work independently and adhere to tight reporting deadlines
- Pleasant personality

JOB RESPONSIBILITIES

- Enter data to process the health claims accurately as advised by the supervisor.
- Locate and correct data entry errors or report them to the assigned supervisor.
- Read the source documents such as but not limited to, diagnose reports, prescriptions, bills, etc.. and enter data in specific data fields as directed.
- Handle the documents and other Company equipment with care so that they won't be misplaced and/or damaged while in possession.
- Receive and handover the data to the supervisor as directed.

WAGE

- Based on number of transactions entered correctly

WORKING HOUR AND AVAILABLE SLOTS

- Evening Shift: 05 PM to 10 PM [11 Slots]

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

jobs@allied.mv

Please apply on or before 23 November 2023 — 15:30 hrs.

For more information [Call us at 1600](tel:1600)
(All prospective employees must pass a background check)