

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 online by visiting our website; www.allied.mv/jobs

Please apply on or before 21 January 2024 — 15:30 hrs.

Only shortlisted candidates will be called for interview
(All prospective employees must pass a background check)



Allied Insurance Company



Professional Development



Trainee Development - Platinum