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of the Maldives.

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

*Position Type: Permanent (Initial contract shall be for a period of 1 (one) year. The contract shall be renewed as permanent based on performance upon successful completion of one year.)*

### REQUIREMENTS

- IGCSE/GCE O'Level 05 passes or Edexcel Int./GCE A'Level 02 passes (Grade C and above)
- Previous work experience 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 deadline
- 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](http://www.allied.mv/jobs)

Please apply on or before 12 May 2024 — 15:30 hrs.

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

