



JOB VACANCY

HDC(161)-HR/IU/2021/35

18th January 2021

Intern

Real Estate Management Department

No of Vacancies: 20

Contract Period: 2 months

Working Hours: 08:30-15:30hrs

Location: Thilafushi

MINIMUM QUALIFICATION & REQUIREMENT

- Completed O'Level (**or**) A'Level

KEY JOB RESPONSIBILITIES

- Conducting survey on industrial area of Thilafushi and recording the data captured.
- Enter data into Microsoft Excel database.

REQUIRED SKILLS

- Good Proficiency in English and Dhivehi.
- Ability to deliver effective results, meet tight deadlines and targets.
- Should be an effectual communicator verbally as well as through writing skills.
- Excellent proficiency in Microsoft Excel, Word, Outlook.
- Good people skills.
- Should be able to work in the field.

PAY PACKAGE:

- **Basic Salary:** MVR 200 per working day.
 - **Other Allowances:** MVR 95 per working day.
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Application Process:

Send the job application along with your CV, copies of accredited certificates, job reference letters, Police Report and ID card or Driver's License copy via the link (<https://rb.gy/xwigvt>). For any additional queries please contact to 3355305.

Application Deadline:

Date: 21st January 2021 (Thursday)

Time: 14:00hrs