



JOB VACANCY

HDC(161)-HR/IU/2021/257
03rd June 2021

Intern **Real Estate Management / Accounting & Finance**

No. of Vacancies: 82

Contract Period: 01 months

Location: Hulhumale'

MINIMUM QUALIFICATION & REQUIREMENT

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

KEY JOB RESPONSIBILITIES

- Providing necessary assistance and support in agreement preparation/signing and flat allocation/handover process.
- Entering data into Microsoft Excel database.
- Scanning, filing and archiving documents.
- Providing necessary information for customers.
- Providing any other administrative support required.

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 200.00 per working day.
- **Other Allowances:** MVR 95.00 per working day.

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/afhczm>). For any additional queries please contact to 3353535.

Application Deadline:

Date: 09th June 2021 (Wednesday)

Time: 14:00hrs