

# JOIN OUR TEAM

EVERY EMPLOYEE COUNTS

AI | IUL | 2022 | 25

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

### Requirements

- GCE O'Level 05 passes or GCE 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 and qualified candidates please apply in writing along with Job Application Form, Job Letter, ID card copy, CV and copies of relevant certificates to:*

Allied Insurance Company of the Maldives Pvt. Ltd.  
Allied Building, 3rd Floor, Chaandhane Magu,  
Male', 20156,  
Maldives

☎ 1600  
☎ 332 5035  
✉ jobs@allied.mv  
🌐 www.allied.mv

- Application form available on our website

- Applications with inaccurate information, which do not meet the above requirements, and which are incomplete will be disqualified.

**Deadline 18 May 2022 | Before: 15:30 Hrs**

**Preference will be given for applicants who have completed 14 days after administering 2<sup>nd</sup> dose of Covid-19 vaccine  
Only shortlisted candidates will be called for interview and for more information call us at 1600**

*( All prospective employees must pass a background check )*



Allied Insurance Company