



# Maldives Finance and Leasing Company Pvt. Ltd

MALE', REP. OF MALDIVES

## STAFF VACANCY: INTERNSHIP

To strengthen our valuable human resources, we are looking for dynamic and people oriented person to recruit for the following position in our organization.

### Key Responsibilities:

- Assist and contribute to the team.
- Assist in handling all the assigned administrative tasks within the department.
- Ensure all the relevant reporting and administrative documents are prepared further handle required correspondences with department.
- Achieving goals set by the company and ensuring that specific targets and results are met in terms of quantity and quality.
- Establishing a long term relationships with client.
- Communicate, liaise and respond verbally and in writing with customers, suppliers, visitors, enquirers, and relevant staff.
- Direct all incoming and outgoing correspondences relevant to department.
- Efficient and timely follow up to meet targets under tight deadlines.
- Work synergistically with other team members.

### Qualifications and Experience:

- Minimum 3 passes in O'Level/A'Level.
- Skilled negotiator in sensitive financial matters.
- Sound knowledge of MS office and fluent in computer literacy.

### Salary and Other Benefits:

- An attractive remuneration package to suit the qualifications and experience.
- On the job training.

Digital job application form available at MFLC website link <https://www.mflc.mv/careers>. Detailed bio-data/curriculum vitae (CV)/resume, national ID card copy, valid Police report, covering letter, education and employment references supported by two non-related referees should be addressed as below and mailed to (hra@mflc.mv) before September 07, 2024 in person. Please note, only short-listed candidates will be notified.

The Chief Executive Officer  
Maldives Finance and Leasing Company Private Limited  
04<sup>th</sup> Floor, H.Filigasdhoshuge  
Ameer Ahmed Magu, Male' 20-066  
*(Only Maldivian nationals will be considered)*



Trainee Development - Gold