

JOB VACANCY

Maldives Tourism Development Corporation Plc. invites enthusiastic and energetic Maldivian's willing to work for the following post.

POST: Intern (Accounts & Finance Department)

WORK SITE: MTDC Head Office, Male'

MAIN RESPONSIBILITIES:

- Providing support to the Accounts & Finance Department.
- Processing transactions, issuing checks, and updating ledgers etc.
- Handling communications with clients and vendors via phone, email, and in-person.
- Assisting with the preparation of financial reports.
- Assisting with audits, fact checks, and resolving discrepancies.
- Performing office tasks, such as filing, data entry, answering phones, processing the mail, etc.

QUALIFICATION/EXPERIENCE & OTHER REQUIREMENTS:

- A'level (including Accounting as a Subject)
- Relevant working experience would be of added advantage.
- Work requires good written and verbal communication and interpersonal skills
- Independent, resourceful & analytical
- Self motivated team player
- Commitment to working efficiently and accurately

REMUNERATION: MVR 8,000/- to MVR 10,000/- (depending on qualification / experience)

CONTRACT PERIOD: One Year

Interested candidates are requested to send in their applications on or before 1500hrs of 21st July 2019 along with CV, copy of national identity card, copies of certified educational certificates, recent passport size photo, valid police report, reference letters and other supporting documents from previous employers to the below mentioned address (or email to jobs@mtdc.com.mv). Only short-listed candidates will be notified.

Maldives Tourism Development Corporation Plc.

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