



JOB OPPORTUNITY

Cyprea Pvt Ltd is the GSA for Qatar Airways, the world's 5 star Airline. We are looking for a result-oriented, dynamic individual to join our company as

Title :	Cargo Agent
No. of Posts :	01
Requirements:	<p>Minimum 03 pass in GCE A' Level including Math and English. Should be able to work under pressure and meet required deadlines. Proficiency in Microsoft Outlook, Word and Excel. Should be self-motivated and willing to undertake responsibilities. Excellent communication skills, Both English and Dhivehi. Candidates should enjoy working independently or with a team. Should be able to work in shift duty. Admin & Marketing experience is an added advantage. Candidates should have experience either in Airline cargo industry or relevant experience. Selected candidates will be required to join immediately.</p>
Responsibilities:	<p>Promote Qatar Airways that is represented by the company. Prepare customer booking request daily basis and hand over to flight planner Prepare loading plan Maintain high level of service to the clients by providing feedback received from clients to immediate supervisors. Handling and monitoring outbound cargo operations-be present in the field while loading and monitor closely. Monitors and handle all incoming cargo Maintain high level of service to the clients by providing feedback received from clients to supervisors. Issuing and monitoring of Air waybills.</p>
Remuneration Package:	Negotiable *depending on qualification, experience and attending duty
Benefits:	Attendance Allowance, Food Allowance, Airport Allowance, Phone Allowance, Sales Incentive and Yearly Bonus

Applicants who meet the above requirements may apply with a complete CV, certificates, one passport size photograph, ID card copy, copies of references provided by previous employers before **16:00 hrs. on 15 March 2018**, in strict confidence to:

Human Resource Department
Cyprea Hotels and Travel (Pvt) Ltd.
66/17, Boduthakurufaanu Magu, Male', Tel: 332 2451. Fax: 332 3523.
[http: www.cyprea.com.mv](http://www.cyprea.com.mv), hr@cyprea.com.mv

Only shortlisted candidates will be informed.