



**DHIVEHI**  
INSURANCE



Years of  
Serving You.

## JOB ANNOUNCEMENT

### Officer, Documentation (2 Nos.)

Reference: DI/IUL/2026/24 | Deadline: 24 September 2026 – 12:00 hrs.

#### Requirements:

- Diploma in Business Management or GCE A' Level 2 passes or GCE O' Level 5 passes
- Previous work experience 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 deadline
- Pleasant personality

#### Key Responsibilities:

- Prepare, draft, and review insurance policies and endorsement documents
- Assist in maintaining client databases by consistently updating accurate records across internal software systems
- Process policy renewals, and cancellations on time to help maintain high standards of client service
- Handle incoming customer phone calls with a friendly attitude, assisting with basic requests and transferring complex inquiries to the right team members
- Build and maintain positive working relationships with brokers, agents, and sales colleagues to ensure clear communication and seamless operations
- Complete assigned daily tasks promptly while keeping speed, accuracy, and quality top of mind
- Support department colleagues and assist management with general administrative tasks and special projects as requested

#### Remuneration & Other Benefits:

- Attractive salary based on qualification and experience
- Flexible Leave Arrangements
- Health & Life Insurance Coverage
- Annual Bonus
- Third Party Credit Facilities
- Staff Loan Scheme
- Training & Development Opportunities

Forward your **completed application form, national identity card copy, resume, and academic credentials** via email to [hr@dhivehiinsurance.com](mailto:hr@dhivehiinsurance.com)

**Dhivehi Insurance Company Pvt Ltd**

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