



## JOB OPPORTUNITY

We are looking for hardworking and dedicated individuals to join our team as an,

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|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Title:</b>                            | <b>Sales and Marketing Executive</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>No. of Posts:</b>                     | 01                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Qualification:</b>                    | Minimum GCE O' Level with three passes including English and Dhivehi.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Requirements:</b>                     | Excellent communication skills in English & Dhivehi<br>Should possess a pleasant personality<br>Should be self-motivated and willing to undertake responsibilities.<br>Willing to work long hours if and when required.<br>Should be able to work under pressure and meet required deadlines.<br>Experience in related field would be an added advantage.<br>Selected candidates will be required to join immediately.                                                                                                                                                                                                                                            |
| <b>Responsibilities:</b>                 | Attend to customer's queries and issues in an effective manner<br>Provide information related to our products & services to customers<br>Conduct awareness programs/presentations based on requirements<br>Conduct Sales promotion activities for customer retention<br>Plan and conduct customer visits<br>Collection of documents of the customers as per Legal & Compliance requirements<br>Train the staff and deploy POS terminals at customer locations<br>Prepare required sales reports, sales plans, statistics and other relevant reports<br>Deal with merchant refunds, Manual sale processing and deductions and maintain daily system records/filing |
| <b>Remuneration Package:</b>             | MVR 11,800 – 15,000<br>*Subject to change depending on qualification, experience and attendance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Benefits included in the package:</b> | Food Allowance, Punctual Allowance, Technical Allowance & Phone Allowance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

Applicants who meet the above requirements may apply with a complete CV, cover letter, Educational Certificates, ID Card copy, passport size photo, Covid vaccination card and copies of references provided by previous employers before **20 September 2026, 16:00hrs** in strict confidence to:

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

**Only shortlisted candidates will be informed.**