

WE ARE HIRING!

We need a passionate and motivated person to join our team

ACCOUNTS ASSISTANT-FEMALE x 1 (Maldivians Only)

QUALIFICATIONS

- Diploma or higher qualification in a relevant field
- Basic knowledge of accounting principles and bookkeeping.
- Fluent in English and Dhivehi
- Excellent knowledge of Microsoft Office
- Experience in related fields will be an added advantage.
- Excellent attention to detail and accuracy.
- Ability to work independently and meet deadlines.
- Familiar with Microsoft Dynamics 365 will be an added advantage.

KEY DUTIES AND RESPONSIBILITIES

- Handling day to day Accounts works.
- Reconcile bank statements and company accounts
- Maintain accurate accounting records and filing systems
- Monitor outstanding payments and follow up on collections.
- Ensure compliance with company policies and financial regulations.
- Prepare and update financial spreadsheets and reports.
- Involvement in annual Audit.
- Visit banks, customers, suppliers, and relevant government or business offices as required to complete financial, payment, collection, documentation, and other accounting-related tasks.

SALARY

- Negotiable (including Allowance)

TO APPLY:

- Email your application to hr@mamnuz.com.mv
- Documents Required: CV / National ID / Education Certificates / Experience Letters / Passport-size Photo

About Us

We specialize in supplying medical equipment, instruments, and consumables to hospitals, clinics, and health centers across the Maldives.

APPLY ON OR BEFORE 21st September 2026

Only shortlisted candidates will be contacted

Mamnuz Maldives Pvt. Ltd. – C02612001

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