



Maldives Finance and Leasing Company Pvt. Ltd

MALE', REP. OF MALDIVES

STAFF VACANCY: CUSTOMER SERVICE REPRESENTATIVE

To strengthen our valuable human resources, we are looking for a dynamic and people oriented person to recruit as a Customer Service Representative in our organization.

Key Responsibilities:

- Attend to customers professionally and identify their financial needs.
- Recommend suitable credit solutions based on customer requirements and eligibility.
- Provide accurate and clear information on loan products, interest rates, terms, and required documentation.
- Receive, review, and process loan applications, ensuring completeness and accuracy of all required documents.
- Verify that all applications comply with current credit guidelines and internal approval requirements.
- Maintain proper documentation related to loan applications, collateral, insurance, and mortgage records.
- Maintain accurate and up-to-date customer records, files, and registers in both physical and digital formats.
- Adhere strictly to company credit policies, procedures, and operational guidelines.
- Follow up with customers for pending documents and provide timely updates on application status.
- Coordinate with internal departments to ensure smooth processing, approval, and disbursement of loans.
- Ensure timely completion of assigned tasks to meet service standards.
- Ensure all transactions and system entries are accurate, complete, and error-free.
- Update internal systems regularly with correct customer and application information.

Qualifications:

- GCE O' Level/GCE A' Level, National Certificate, Diploma or Advanced Diploma in a related field.
- Relevant professional qualifications in Banking & Finance, Accounting or a related field.
- Minimum 2–3 years of experience in customer service, preferably in a banking, finance, or leasing environment.

Salary and Other Benefits:

- An attractive remuneration package to suit the qualifications and experience.
- Health Insurance provided upon confirmation.
- On the job training.

Digital job application form available at MFLC website link <https://www.mflc.mv/careers>. Detailed bio-data/curriculum vitae (CV)/resume, national ID card copy, valid Police report, covering letter, education and employment references supported by two non-related referees should be addressed as below and mailed to (hra@mflc.mv) before October 20, 2026 in person. Please note, only short-listed candidates will be notified.

The Chief Executive Officer
Maldives Finance and Leasing Company Private Limited
04th Floor, H.Filigasdhoshuge
Ameer Ahmed Magu, Male' 20-066
(Only Maldivian nationals will be considered)



Trainee Development - Gold