



We're Hiring!
Build a career that protects
what matters most

Join Our Growing Team.

Help protect homes, businesses and vessels across the Maldives.

Insurance Executive

Underwriting & Claims | 📍 Malé Head Office

Detail-minded. Customer-focused. Ready to grow? We'd love to hear from you.

Apply before
5 November 2026



The Role

Underwriting

- Assess proposals and risks across motor, fire, marine and other general insurance classes
- Prepare quotations and issue policies, endorsements and renewal notices
- Review renewals against claims history and recommend revised terms
- Respond to queries from customers, brokers and the sales team
- Maintain accurate underwriting records and registers

Claims

- Register claim notifications and advise customers on required documents
- Coordinate surveys and loss assessments with surveyors and loss adjusters
- Verify claim documents against policy terms and prepare claim notes
- Follow claims through to settlement, keeping customers informed
- Maintain claims registers and prepare periodic reports

What You'll Need

- Minimum A-Level or a Diploma in Insurance, Business or a related field
- 1-3 years' experience in underwriting, claims or a related profession
- Strong communication and interpersonal skills
- Organised, responsive and able to manage multiple priorities
- Detail-oriented, with a commitment to continuous improvement
- Highly self-motivated, with the ability to multi-task

Why Join Us

- Staff insurance cover
- Annual performance bonus
- Training opportunities to build your insurance expertise
- Clear career growth within the Ceylinco Group

Email your application to
hr@ceylincoinsurance.com.mv

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Subject: **Insurance Executive – Underwriting & Claims**

Attach your CV, cover letter, copy of National ID card, educational certificates, experience letters and police report.

Ready to be part of the team?

Only shortlisted candidates will be contacted for an interview.