WE ARE HIRING

Accounts & Admin Assistant

Cool Line Maldives Pvt Ltd
Location: Male, Maldives
Join our growing team and build your career with us!

Key Responsibilities

• Prepare and issue invoices
• Follow up customer payments
• Maintain customer account records
• Data entry and document filing
• General office administration

Qualifications & Experience

• Relevant accounting or office experience
• Good knowledge of Microsoft Office, especially Excel
• QuickBooks (QB) experience is an advantage
• Prior experience in a similar role is an advantage
• Strong organizational and communication skills
• English and Dhivehi communication skills

What We Offer

• Competitive salary package
• Professional work environment
• Career growth opportunities

Send Your CV Today
finance@hgfelicity.com