

# ARE YOU THE ONE?

we are looking for

## SECRETARY (Female) MANAGING DIRECTOR

If you are the one, send your CV

Best Employee  
Benefits Provider  
Sri Lanka 2020



## Educational Qualifications and Work Experience

- Knowledge related to Finance background.
- Minimum 5 years work experience as an Executive Secretary.
- Age between 45 - 55 years.
- Proficiency in MS Office packages.
- Proficiency in English and Sinhala typing/ Tamil would be an added advantage.
- Excellent language skills in both written and spoken (email & documentation) in Sinhala and English.
- Excellent organizational skills and attention to detail.
- Applicants living in close proximity to Colombo are preferred.

If you are interested and confident that you meet the above expectations please forward your completed Curriculum Vitae to [careers@sicl.lk](mailto:careers@sicl.lk) with the post applied for as the subject line within 14 days of this advertisement.

Head of Human Resource & Establishment.  
**SANASA LIFE INSURANCE COMPANY P L C.**

340 2/1, R. A. De Mel Mawatha, Colombo 03 | [info@sicl.lk](mailto:info@sicl.lk) | [www.sicl.lk](http://www.sicl.lk) | Tel- 011 200 2021