



## INTERN - SECRETARIAL & ADMINISTRATION

### ABANS FINANCE PLC

Abans Finance PLC is a member of the prestigious Abans Group, a household name in Sri Lanka. With assets over Rs. 16 billion, we are one of the most innovative finance companies in Sri Lanka. The company's principal lines of business include finance leasing, vehicle loans, mortgage loans, Gold Loans and acceptance of fixed and savings deposits. The company currently operates across the island and is further backed by over four hundred Abans PLC outlets island wide. The long-term credit rating of Abans Finance PLC is 'A-(lka)'/ Stable by Fitch rating Lanka Limited which stands as a testament to the successful journey of the company and its strong backing of the parent company. A Abans Finance PLC is seeking a dynamic, result-oriented individual to be a part of its' winning team.

**You will get extensive exposure & experience in below areas,**

- Handling ROC-related work including photocopying, scanning, filing forms and maintaining ROC records.
- Maintaining statutory records such as BR number registry, minutes, resolutions, and Minute Books.
- Assisting with Board, Audit Committee and other committee meeting administration and documentation.
- Preparing Board Packs and arranging meeting materials for the Director Board.
- Coordinating meeting logistics and other related arrangements, and providing assistance during CBSL and Internal Audits.

### KEY REQUIREMENTS

- Currently following or recently completed studies in Business Administration, Management, Law or a related field.
- Passed G.C.E (O/L), G.C.E (A/L) and knowledge in MS Excel / MS Word / MS Power point.
- Possession of communication skills as well as a strong sense of teamwork.

The above positions offer excellent career prospects and opportunities for further progression together with internal & external training. An attractive negotiable remuneration package in keeping with experience and industry norms is on offer.

Please forward your resume to [careers@abansfinance.lk](mailto:careers@abansfinance.lk) or by post to Head of Human Resources, Abans Finance PLC, No 456, R. A. De Mel Mawatha, Colombo 03 with contact details of two non-related referees **indicating the post applied for** in the subject line within 14 days of this advertisement.