

Intern Hiring - iGEIC/intern/09/2025
Finance & Administration

Date: 5th March 2025

NOTIFICATION

India Graphene Engineering and Innovation Centre is looking for a motivated and detail-oriented Finance and Administration Intern to join our team. This internship provides an excellent opportunity to gain hands-on experience in financial operations and administrative functions within a dynamic work environment. Join us to gain valuable experience and develop your career in finance and administration. Interested candidates may please contact hr@igeic.org

INTERNSHIP DETAILS			
Job Title	Intern - Finance and Administration	Job Location	Bangalore
Requirement Type	Internship	No. of Vacancies	1 nos.
Stipend	TBD	Nature of Appointment	Internship (for a period of 1 year)
Job Code	iGEIC/intern/09/2025	Primary Skills	<ul style="list-style-type: none"> • Strong analytical and numerical skills. • Graduate/ CA Inter/ ICWA Inter or equivalent from recognized university/ institute. • Good communication and organizational skills. • Proficiency in Microsoft Office (Excel, Word, PowerPoint). • Ability to work independently and as part of a team.
JOB DESCRIPTION			
Responsibilities: <ul style="list-style-type: none"> • Assist in financial data entry, record-keeping, and report preparation. • Support accounts payable and receivable processes. • Support procurement process and costing. • Assist in budgeting, financial analysis, and reconciliations. • Handle administrative tasks, including documentation and filing. • Coordinate with various departments for finance and administrative support. • Perform other duties as assigned by the Finance and Administration team. 			
Requirements: <ul style="list-style-type: none"> • Currently pursuing or recently completed a degree in Finance, Accounting, Business Administration, or a related field from recognized university/ institute. • Strong written and verbal communication skills. 			