

Position: Intern for Accounts Department

Location: Nauroji Nagar NIXI Office, New Delhi

Overview

National Internet Exchange of India (NIXI) is a non-profit organization that operates under the guidance of the Ministry of Electronics and Information Technology (MeitY), Government of India. NIXI plays a vital role in promoting and supporting the growth of the internet infrastructure and ecosystem in India.

Job Responsibility

1. Data entry and reconciliation
2. Assisting with audits and financial reporting
3. Supporting accounts payable/receivable processes.

The interns should have a strong foundation in accounting principles and a keen eye for detail. Proficiency in Microsoft Excel is usually essential, along with good analytical and organizational skills. Interns should be eager to learn, adaptable, and able to work effectively within a team. Basic knowledge of Tally accounting software can be beneficial, though not always mandatory. The internship aims to provide practical experience in tasks such as data entry, reconciliation, and assisting with financial reporting, under the guidance of experienced professionals

Monthly Stipend: 15,000

Kindly share resume at ghananjay@nixi.in