



DIRECTORATE OF INDUSTRIAL LIAISON

NED University of Engineering & Technology

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'SAY NO TO CORRUPTION'

30-10-2025

● ● ● INTERNSHIP OPPORTUNITY

SIEMENS

Leading to job

On-site, Gulberg 3, Lahore

● ● ●

Requirements:

- Completed BBA or relevant degree
- Proficient in MS Office Suite
- Knowledge of Canva or Filmora is a plus

Key Tasks:

- Handle invoices, vendor management, travel documents, and reimbursements
- Lead event planning and create event materials, posts, or videos using a design tool
- Manage office and pantry inventory
- Perform basic data entry and documentation

APPLY NOW!

Send your resume by **November 10, 2025** at pklinternship.sisw@siemens.com
and mention **Administration Internship** in the subject line.



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