



**Guru Gobind Singh Indraprastha University**  
"A State University established by the Govt. Of NCT Delhi"  
Sector 16-C, Dwarka, New Delhi – 110078



F. No.: GGSIPU/CCGPC/2023/ 756

4<sup>th</sup> October 2023

**Sub. Internship cum Placement Opportunity for 2023 Batch MBA Graduates from GGSIP University at "Cvent India Pvt. Ltd."**

Dear Placement Officer,

Greetings from CCGPC, GGSIPU!!!

Please find below details of Internship cum Placement Opportunity for 2023 Batch MBA Graduates from GGSIP University at "Cvent India Pvt. Ltd." for your reference and circulation to students to apply on given link by **5<sup>th</sup> October 2023**.

**Registration Link – <https://forms.gle/xWMRrhv1mvqShLFG6>**

**Name of Company – Cvent India Pvt. Ltd.**

**Details are as below:**

- **Eligibility** : MBA (2023 pass outs)
- **Role Type** : Internship (6 Months)
- **Stipend** : INR 20,000 per month
- **Role** : Intern, Talent Acquisition
- **No. of Positions** : Multiple
- **Shift** : Hybrid (12:00 PM – 9:00 PM)
- **Work Location** : Gurgaon
- **Start Date** : Immediate

**Benefits :** Air-conditioned cabs provided (pick & drop) + Free one time meal in office

**Hiring Process: -**

- Group Discussion
- Interview rounds : 2

**Note:** This role would be initially for 6 months. Post which, it would either be extended or can lead to conversion as full time (CTC – 5 LPA to 6 LPA) basis their performance during that period and as per business need.

JD attached for more information.

**LAST DATE FOR REGISTRATION IS 5<sup>th</sup> October 2023, 5:00 PM.**

**(Ms. Nisha Singh)**  
Training and Placement Officer,  
CCGPC, GGSIP University



## Intern, Talent Acquisition

Cvent is a leading meetings, events, and hospitality technology provider with more than 4,800 employees and ~22,000 customers worldwide, including 53% of the Fortune 500. Founded in 1999, Cvent delivers a comprehensive event marketing and management platform for marketers and event professionals and offers software solutions to hotels, special event venues and destinations to help them grow their group/MICE and corporate travel business. Our technology brings millions of people together at events around the world. In short, we're transforming the meetings and events industry through innovative technology that powers the human connection.

The DNA of Cvent is our people, and our culture has an emphasis on fostering intrapreneurship – a system that encourages Cventers to think and act like individual entrepreneurs and empowers them to take action, embrace risk, and make decisions as if they had founded the company themselves. At Cvent, we value the diverse perspectives that each individual brings. Whether working with a team of colleagues or with clients, we ensure that we foster a culture that celebrates differences and builds on shared connections.

### **About the Role:**

Do you want to recruit in an environment where hiring top talent is a companywide priority?

Would you like the ability to partner with business leaders to execute searches?

Interested in selling candidates on careers where they'll use cutting-edge technologies?

Come be the next "Finder" on Cvent's HR team that embraces our "Finders & Keepers" team motto! You will be finding, engaging, and hiring top-tier talent for the company. Cvent's fast-paced, innovation-rich, tech team has high expectations but will sell itself to the candidates who you bring in for interviews. Responsibilities include identifying and qualifying candidates, working with team to interview them. We'd also like a team member who brings their own recruiting approaches, ideas, and process improvements to the table.

### **What You will be doing:**

- Coordinate with Recruiter/Hiring managers to identify staffing needs
- Develop candidate talent pipelines through sourcing channels, recruitment campaigns, internet searches, networking groups, social media, database search, and referral.
- Plan and schedule interview and selection procedures, including screening calls, assessments, and in-person interviews, in consultation with Recruiter/Hiring Manager
- Coordinate with recruiter to close offer formalities
- Pre and post joining documentation formalities of hires
- Prepare and maintain recruitment data
- Prepare recruitment reports and analytics



**What You Will Need for this Position:**

- Education qualification - MBA(HR)
- We are looking for someone who is looking to excel as a TA/HR.
- Basic understanding of the recruitment process
- Basic MS Office suite understanding
- Excellent at articulating and communicating the employer brand.
- Excellent verbal and written communication skills.