



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/2024/ 1039

18th June 2024

Sub. Placement opportunity for BA, BBA, B.Com and MBA students of GGSIP University of the batch passing out in year 2024 in the company “Cvent India”

Dear Placement Officer,

Greetings from CCGPC, GGSIPU!!!

Please find below details of Placement opportunity for BA, BBA, B.Com and MBA students of GGSIP University of the batch passing out in year 2024 in the company “Cvent India” for your reference and circulation to students to apply on given link by **19th June 2024, 11:00 AM:**

Registration Link – <https://forms.gle/ePMo4UdZPSNcA12B7>

Name of Company – Cvent India

- **Eligibility** : BA/BBA/B.Com/MBA (2024 pass outs)
- **Role Type** : Internship (6 Months)
- **Stipend** : INR 22,000 per month
- **Role** : Intern, Executive Assistant
- **No. of Positions** : Multiple
- **Work Location** : Gurgaon
- **Start Date** : Immediate

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

Hiring Process: -

- GD
- 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 – 4 LPA to 5 LPA) basis their performance during that period and as per business need.

Please find attached JD for more information.

LAST DATE FOR REGISTRATION IS 19th June 2024, 11:00 AM.

(Dr. Nisha Singh)
Training and Placement Officer
CCGPC, GGS IP University



Intern, Executive Assistant

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 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.

What You Will Be Doing:

- Provide support to the EA team with daily BAU task to help them manage their leaders effectively.
- Backup for EA team when any EA team member is not around (reply to EA Distro list when on vacation)
- Calendar & expense report assistance.
- Travel research/booking/changing.
- In difficult situations finding meeting rooms/coordinating with other people to move rooms
- Potentially booking meetings as needed.
- Help with large meetings (All hands/Town Halls) and making sure rooms are set at HQ/India office
- Logistics for respective execs visiting India office/work with the team to schedule meetings
- Infrastructure management including technology, workstations etc.
- Documentation of monthly office expenses received electronically and coordination with payables team.
- Maintenance of all office related documents including confidential files.

What You Will Need for this Position:

- 0 - 6 months experience supporting at the administrative/executive level
- Basic calendar management skills
- Knowledge of MS Office, including Word, Excel, PowerPoint, and Outlook
- Good communication skills
- Ability to coordinate and function in a team environment comprising managers, team members and external clients. Foster good working relationships in and across groups locally as well as internationally.
- Must be able to work under minimal direction in evaluating needs and requirements demonstrating great office ethics.