



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/ 1011

29th May 2024

Sub. Placement opportunity for BA, BBA and B.Com students of GGSIP University of the batch passing out in year 2024 or passed out in 2023 in the company “Cvent India”

Dear Placement Officer,

Greetings from CCGPC, GGSIPU!!!

Please find below details of Placement opportunity for BA, BBA and B.Com students of GGSIP University of the batch passing out in year 2024 or passed out in 2023 in the company “Cvent India” for your reference and circulation to students to apply on given link by **30th May 2024**:

Registration Link – <https://forms.gle/x7FXsXQkPWu35PRL8>

Name of Company – Cvent India

- **Eligibility** : BA/BBA/B.Com (2024 & 2023 pass outs)
- **Role Type** : Internship (6 Months)
- **Stipend** : INR 24,000 per month
- **Role** : Intern, Collections
- **No. of Positions** : Multiple
- **Work Location** : Gurgaon
- **Work Timings** : Night (6:30 PM – 3:30 AM IST)
- **Start Date** : Immediate

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

Hiring Process: -

- GD
- Interview rounds : 2 (Final round will be held at Cvent's Gurgaon office on 3rd June '24)

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 30th May 2024.

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



Intern, Collections

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.

Work Hours:

6:30 PM – 3:30 AM IST (EST Shift)

What You Will Be Doing:

- Work on assigned portfolio
- Pro-active addressing issues and responding timely.
- Actively engagement with upstream and downstream processes.
- Communicates effectively with internal and external stakeholders.

What You Will Need for this Position:

- The prerequisites for joining our team are very simple. We care more about your attitude, aptitude.
- Bachelor's Degree in any stream (Preferably Commerce)
- Must be proficient in MS Excel and MS Word
- Should have strong oral and written English communication skills
- Should possess excellent Account/ Portfolio Management Skills
- Strong attention to detail, goal oriented and should possess problem solving capabilities
- Ability to prioritize and manage multiple responsibilities
- Outgoing and self-motivated. Knowledge of any accounting platform not required but will be a benefit