



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/ 746

27th September 2023

Sub. Internship cum Placement Opportunity for 2023 Batch MBA, BBA, and B.Com Graduates from GGSIP University at "Cvent"

Dear Placement Officer,

Greetings from CCGPC, GGSIPU!!!

Please find below details of internship cum placement opportunity for MBA, BBA and B.Com students of GGSIP University of the batch passing out in year 2023 in the company “Cvent” for your reference and circulation to students to apply on given link by **29th September 2023**.

Registration Link – <https://forms.gle/fmEEqxurrHQhDjrs9>

Name of Company – Cvent

- **Eligibility** : MBA/BBA/B.Com (2023 pass outs) – Finance major preferred
- **Role Type** : Internship (6 Months)
- **Stipend** : INR 20,000 per month
- **Role** : Intern, Accounting (Revenue)
- **No. of Positions** : Multiple
- **Work Location** : Gurgaon
- **Work Timings** : Hybrid (12:00 PM - 9:00 PM)
- **Start Date** : Immediate

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

Hiring Process: -

- Interview rounds : 2

Note: This role would be initially for 5 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.

JD attached for more information.

LAST DATE FOR REGISTRATION IS 29th September 2023.

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



Intern, Accounting (Revenue)

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:

The candidate will be Associate in Cvent's Finance Division and will be working as an integral part of the Order to cash Quality team to achieve and improve the Quality and efficiency of processes within order to cash team - Contracts Implementation, Invoicing and cancellations.

What You will be doing:

Individual contributor and ensuring all below deliverables are done within the timelines:

- Revenue Accounting
 - Basic understanding of accounting.
 - Tracking and preparing reconciliation of revenue and doing reconciliations each month.
 - Knowledge of transactional accounting.
- Assistance in Monthly Closure of books of accounts (Cvent Inc.)
 - Preparation of Accrual Schedule and Accrual entries on each month close
 - Preparing Balance sheet reconciliations for various Balance sheet accounts
- Support yearly Financial Audits
- Perform various financial and accounting analysis

What You Will Need for this Position:

- Accounting background
- 0 to 1 year of experience in transactional accounting role.
- Proficiency in Microsoft Office, especially Excel.
- Experience working with ERP Package, preferably EBS.
- Good communication skills, attention to detail, and coordination skills.
- Strong problem-solving and decision-making skills.
- Ability to handle a high-pressure, fast-paced environment.
- Flexibility and ability to multi-task are a must