



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/ 732

30th August 2023

Sub. Internship cum Placement opportunity for MBA, BBA and B.Com (Finance specialization) students of GGSIP University of the batch passing out in year 2023 in the company “Cvent”.

Dear Placement Officer,

Greetings from CCGPC, GGSIPU!!!

Please find below details of internship cum placement opportunity for MBA, BBA and B.Com (Finance specialization) 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 **31st August 2023**.

Registration Link – <https://forms.gle/YAw7NReidx39KnRo9>

Name of Company – Cvent

- **Date of Selection process** : 5th September 2023 (In-person interviews of shortlisted candidates)
- **Eligibility** – MBA/BBA/B.Com (2023 pass outs) – Finance major preferred
- **Role Type** – Internship (4 Months)
- **Salary In-Hand** – INR 20,000 per month
- **Role** – Intern, Contracts Management
- **No. of Positions** – Multiple
- **Work Location** – Gurgaon
- **Work Timings** – Night (6:30 PM – 3:30 AM IST)
- **Start Date** – 1st Oct'23

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

Hiring Process: -

- Assessment : Contract Test
- Interview rounds : 2 (Interview rounds will be held at Cvent's Gurgaon office)

Note: This role would be initially for 4 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 31st August 2023.

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



Intern, Contracts Management

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 an Associate – Contracts Management in Cvent's Finance Division and will be working as an integral part of the Contract management team to achieve and improve the Service Level Agreement (SLA) for Contracts Implementation and invoicing.

Finance Team: Our team of 100 Finance professionals is a close-knit group of dynamic and high-energy professionals. Cvent hires bright people who are willing to learn and are extremely motivated to succeed.

What You will be doing:

- Review Client contracts and highlight anomalies
- Implement Contract in CRM (Salesforce, and Cvent Internal Interface)
- Partner with cross-functional teams to share best practices and improve communication and procedures.
- Process invoices using Oracle Financial system.

What You Will Need for this Position:

- Graduate with inclination towards Finance
- Good communication skills (verbal and written)
- Excellent analytical and logical ability
- Must be articulate, organized, detail-oriented, and can multi-task in a dynamic, fast-changing entrepreneurial environment.
- Ability to communicate with offshore stakeholders in native English
- Some knowledge of EBS (Oracle) and Salesforce.com (CRM) is preferred