



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/2024/1057

25th June 2024

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

Dear Placement Officer,

Greetings from CCGPC, GGSIPU!!!

Please find below details of Placement opportunity for BA/BBA/B.Com/MBA students of GGSIP University of the batch passing out in 2024 in the company “Cvent” for your reference and circulation to students to apply on given link by **26th June 2024:**

Registration Link – <https://forms.gle/54oQ2AaAbWcFK8k7>

Name of Company – Cvent

Job Profile: Intern, FCS role.

- **Eligibility** : BA/BBA/B.Com/MBA (2024 pass outs)
- **Role Type** : Internship (6 Months)
- **Stipend** : INR 24,000 per month
- **Shift** : Night Shift (6:30 PM – 3:30 AM)
- **Role** : Intern, FCS
- **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 (In office Interviews on 1st July'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 **26th June 2024.**

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



Intern, FCS

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:

- Provide solutions to any queries received from the customer or internal stakeholders
- Partner with internal functions to generate client invoices per the requirements
- Partner with the sales team to respond to queries related to invoicing
- Understands contracts and client billing processes
- Review client contracts and highlight anomalies
- Perform various reconciliations like billed vs. billable
- Take ownership of work and ensure completion as per agreed SLAs and time frames
- Interpret and implement quality assurance standards
- Partner with cross functional teams to share best practices and improve communication and procedures
- Query management and case handling

What You Will Need for this Position:

- Bachelor's Degree in any stream (Preferably Commerce)
- Should have a good understanding of Accounts Receivable
- Must be proficient in MS Excel and MS Word
- Prior experience working on EBS (Oracle) and Salesforce.com (CRM) is preferred
- Prior experience working for a U.S. based entity (i.e., a company like Cvent) is preferred
- Excellent English communication skills (verbal and written)
- Strong process and problem-solving mindset
- Excellent analytical and logical ability



- Proactive and results oriented with high customer focus
- Strong Initiative and organizational skills
- Must be articulate, detail-oriented, and can multi-task in a dynamic, fast-changing entrepreneurial environment while managing multiple deliverables and conflicting priorities.
- Demonstrated ability to partner effectively with diverse internal functions
- Should have the ability to resolve complex situations by leveraging technology and data available
- Excellent time management and should be able to prioritize between tasks assigned while concentrating on the core job
- Should have the zeal and ability to keep themselves up to date with the product knowledge and lead by example