



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/ 1048

20th 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 **21st June 2024, 2:00 PM:**

Registration Link – <https://forms.gle/1mYGEg4QLUnSmYaP9>

Name of Company – Cvent

Job Profile: Intern, Contracts Management role.

- **Eligibility** : BA/BBA/B.Com/MBA (2024 pass outs)
- **Role Type** : Internship (6 Months)
- **Stipend** : INR 20,000 per month
- **Shift** : Day
- **Role** : Intern, Contracts Management
- **No. of Positions** : Multiple
- **Work Location** : Gurgaon
- **Start Date** : 1st July'24

Benefits : Free one time meal in office

Hiring Process: -

- GD
- Interview rounds : 2 (In office Interviews on 24th & 25th 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 **21st June 2024, 2:00 PM.**

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



Intern, QA 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 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:

- Performing quality checks timely on contracts, invoices and cancellations as per the requirements
- Document internal audits and other quality assurance activities
- Review automated and manual invoices using Oracle Financials
- Identify process gaps and provide solutions for process improvement
- Understands Contracts/ Customers
- Perform Various Reconciliations like Billed v/s Billable
- Take ownership of work and ensure completion as per agreed SLAs and time frames
- Review Client contracts and highlight anomalies
- Partner with cross functional teams to share best practices and improve communication and procedures

What You Will Need for this Position:

- Excellent communication skills (verbal and written)
- Excellent analytical and logical ability
- Must be articulate, organized, detail-oriented, and the ability to multi-task in a dynamic, fast-changing entrepreneurial environment
- Strong Initiative & organizational skills
- Prior experience in working on EBS (Oracle) and Salesforce.com (CRM) is preferred