



**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/ 1115

22<sup>nd</sup> August 2024

**Sub. Placement opportunity for BA, BBA, B.Com and MBA students of GGSIP University of the batch passed out in year 2024 in the company “CVent”.**

Dear Placement Officer,

Greetings from CCGPC, GGSIPU!!!

Please find below details of Placement opportunity for BA, BBA, B.Com and MBA students of GGSIP University of the batch passed out in year 2024 in the company “CVent” for your reference and circulation to students to apply on given link by **23<sup>rd</sup> August 2024, 5:00 PM:**

**Registration Link – <https://forms.gle/6S7tiwDvVYxWqjtSA>**

Name of Company : CVent

- **Eligibility** : BA/BBA/B.Com/MBA (2024 pass outs)
- **Role Type** : Contractual (6 Months)
- **Stipend** : INR 20,000 per month
- **Role** : Associate, Sales Support (Contractor)
- **No. of Positions** : Multiple
- **Work Location** : Gurgaon
- **Work Timings** : Night (6:30 PM – 3:30 AM IST)
- **Start Date** : 2<sup>nd</sup> Sept'24

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

**Hiring Process: -**

- GD
- Interview rounds : 1 ( Interview round will be held at Cvent's Gurgaon office)

**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 **23<sup>rd</sup> August 2024, 5:00 PM.**

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



## Contractor (PMO – Sales Support)

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.

### About the role:

The candidate will be a contractor and will be working as an integral part of the Sales Support team to create opportunities & quotes in CRM (Sales Force).

### Work Hours

6:30 PM – 3:30 AM IST (EST Shift)

### What you will be doing:

- Responsible to create Opportunities & Quotes in Sales Force
- Take ownership of work and ensure completion as per agreed SLAs and time frames.
- Respond to Finance/Sales department queries related to Quote issues
- Support Finance/Sales Department during month/quarter/Year end

### What you will need for this position:

- Graduate in any stream
- Good communication skills (verbal and written)
- Excellent analytical and logical ability
- Good in Excel
- Attention to detail, deadline focus and ability to prioritize and execute multiple tasks
- Strong Initiative & organizational skills