



**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/PN/\_849

11<sup>th</sup> January 2024

**Sub. Placement Opportunity for BBA, B.Com or MBA students of 2023 passed out batch from GGSIP University in the company "Cvent India"**

Dear Placement Officer,

Greetings from CCGPC, GGSIPU!!!

Please find below details of Placement Opportunity for BBA, B.Com or MBA students of 2023 passed out batch from GGSIP University in the company "Cvent India" for your reference and circulation to students to apply on given link by **12<sup>th</sup> January 2024, 5:00 PM.**

**Registration Link – <https://forms.gle/cdxS13xWfkpaYDhd6>**

**Name of Company – Cvent India**

**Position – Associate, Accounting in Finance division**

**Details are as below:**

- **Eligibility** : BBA/B.Com/MBA
- **Pass out year** : 2023
- **CTC** : INR 5.5 LPA
- **No. of Positions** : Multiple
- **Shift** : Hybrid (12:00 – 9:00 PM), 2 days in office
- **Work Location** : Gurugram, Haryana
- **Start Date** : Immediate

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

**Hiring Process: -**

- Group Discussion
- Interview rounds : 2

Please find attached JD for more information.

**LAST DATE FOR REGISTRATION IS 12<sup>th</sup> January 2024, 5:00 PM.**

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



## Associate, Accounting

Cvent is a leading meetings, events, and hospitality technology provider with more than 4800 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 act, embrace risk, and make decisions as if they had founded the company themselves. At Cvent, we value the diverse perspectives that everyone 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.

### **What You will be doing:**

Individual contributor ensuring below deliverables are done within the timelines:

- Accounts receivable process
  - Good understanding of Accounts receivable process & accounting entries
  - Raise and dispatch all sales invoices for all areas of the business
  - Ensure all irregular invoices are accompanied by an approved purchase order
- Bank reconciliation
  - Ensuring all bank accounts are reconciled
  - Knowledge of transactional accounting
  - Ensuring all payments are posted in console portal
  - Reconcile the Company credit cards and ensure VAT receipts are provided for all purchases
- Accounts payable process
  - Good understanding of Accounts payable process & accounting entries
  - Knowledge of transactional accounting
  - Ensuring all payments are posted in console portal
  - Arrange and set up with the Bank the payment of all purchase invoices
  - Ensure all irregular invoices are settled within the terms provided by the supplier
  - Ensure all regular invoices are set up on a standing order basis and set up for payment with adequate time prior to their due date
  - Maintain the debt ledger
  - Ensure that all outstanding debts are settled within our terms.
- Assistance in Monthly Closure of books of accounts (Cvent Inc.)
  - Preparation of schedule and entries on each month close for following accounts:
    - Pre-payments, accruals, fixed asset depreciation, and deferred income
  - Preparing Balance sheet reconciliations for various Balance sheet accounts
  - Upload of trial balance
- Support yearly Financial Audits
- Perform various financial and accounting analysis



**What You Will Need for this Position:**

- Accounting background
- 0 to 1 years of experience in transactional accounting role.
- Proficiency in Microsoft Office, especially Excel.
- Knowledge of ERP Package, preferably EBS.
- Knowledge of US-GAAP will be an added advantage
- Excellent 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