



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/_729

28th August 2023

Sub. Internship cum Placement opportunity for MBA or B.Com 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 or B.Com 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 **29th August 2023, 4:00 PM:**

Registration Link – <https://forms.gle/LGVXGMAZRvfj9GX5A>

Name of Company – Cvent

Date of Drive – The selection process will be conducted in-person soon in Cvent India’s office.

Details are as below:

- **Eligibility** : MBA/B.Com (2023 pass outs)
- **Role Type** : Internship (6 Months)
- **Stipend** : INR 20,000 per month
- **Role** : Intern, HRBP
- **No. of Positions** : Multiple
- **Work Location** : Gurgaon
- **Start Date** : Immediate
- **Shift** : **Hybrid, 12Pm – 9Pm (EST)**

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

Hiring Process:

- Group Discussion
- Interview rounds : 2

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 – 4.0 LPA to 5.0 LPA) basis their performance during that period and as per business need.

Detailed JD is attached.

LAST DATE FOR REGISTRATION IS 29th August 2023, 4:00 PM.

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



Intern, HRBP

Shift: Hybrid, 12Pm – 9Pm (EST)

About Cvent:

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:

This is an exciting opportunity to kick-start your HR career with an international and industry- leading software company, based in India. At Cvent, we know that our people make the difference. We invest in our employees and offer a unique work environment where people can cultivate their careers and enjoy an enriching company culture. Cvent offers unparalleled opportunities for growth and advancement.

What You will be doing:

- Creating and working on various dashboards, tools, and trackers of the organization.
- Collaborating across different functions
- Assisting HR team with various HR programs, research projects and/or special projects as needed.
- Managing and keeping a track on day-to-day HR/administrative tasks.
- Managing data and make presentations as assigned.
- Creating/maintaining reports on Excel.
- Other duties as assigned to support the Human Resources.

What You Will Need for this Position:

- Fresher, MBA HR (Preferred)
- Outstanding oral and written communication skills.
- Quick learner, with a positive attitude and ability to work well within a team.
- Strong MS Excel, MS PowerPoint skills.
- Ability to multi-task and perform generalist duties, including assisting in some administrative activities where needed.
- Self-starter who understands executing with urgency, and the ability to comfortably work in an intensely deadline-oriented environment.
- The ability to prioritize, manage time well, stay organized, quickly address needs and adjust focus as needed.

- Ability to treat sensitive/confidential information with appropriate discretion.
- Strong analytical & problem-solving skills.