

# ARKA JAIN UNIVERSITY

## DEPARTMENT OF TRAINING & PLACEMENT

### PLACEMENT OPPORTUNITY @ CVENT

NOTICE NO.: AJU/T&P/UG/0030/23-24

DATE: 02-02-2024

NAME OF COMPANY: CVENT

NAME OF PAYROLL COMPANY: CVENT

**Registration will close on 4th February 2024 @ 11:59 pm**

#### COMPANY PROFILE:

**Cvent** is a global meeting, event, travel, and hospitality technology leader, with more than 4,700+ employees worldwide. As a leading cloud-based technology company, they have over 21,000+ customers, including 80% of the Fortune 100 companies, in more than 100 countries. **Cvent** is headquartered in Tysons Corner, Virginia, a suburb of Washington D.C., with other U.S. offices in Texas, Oregon, Utah, and Virginia. International Cvent offices include Canada, the United Kingdom, and India. **Cvent** trades on the Nasdaq Global Market under the stock symbol **CVT**. Cvent's software solutions optimize the entire event management value chain and have enabled clients around the world to manage hundreds of thousands of meetings and events. In addition to helping event planners navigate every aspect of the event process, they also provide an integrated platform to hoteliers to help create qualified demand for their hotels, manage that demand more efficiently, and measure their business performance in real-time.

WEBSITE: <https://www.cvent.com/in>

**JOB TITLE: Associate Product Consultant**

**REMUNERATION OFFERED: INR 25000 per month for 6 months**

**ELIGIBLE COURSE: BBA, B.COM, BCA, BA, B.Sc & B.TECH**

**ELIGIBLE PASSING YEAR: 2024**

**ELIGIBLE GENDER: MALE/FEMALE**

**WORKING HOURS: Evening and Night shifts**

**JOB LOCATION: Gurugram, Delhi NCR**

**ABOUT THE ROLE:**

They are hiring in their Client Services department for Event Management software product. You shall either be a part of a team that supports clients over the phone and email on the Cvent Event Management software or will be responsible for implementing their event requirements in the tool and sharing best practices with them.

Their team of over 350 Product Consultants, Analysts and Relationship Managers is a close-knit group of dynamic and high-energy professionals. They hire bright people who are willing to learn and are extremely motivated to succeed. They have people from various educational backgrounds including computer information systems, psychology, and communications.

#### **WHAT YOU WILL BE DOING:**

- Support clients over the phone and email by answering their product questions and offering technical assistance
- Offer best practice tips to clients to boost their meeting attendance via Cvent's marketing engine
- Gather client requirements for future releases of the product
- Create and maintain all product documentation
- Implement and manage the online portion of client events as and when needed
- Gather client requirements and implement them in Cvent's event management software
- Communicate with the client and review the initial implementation with them and make required changes
- Provide suggestions to the client to improve the overall result of the implementation and help client meet their goals
- Document all communication with the client in Cvent's CRM software

#### **KEY SKILL:**

- Excellent communication skills (verbal and written)
- Strong analytical and logical skills
- Strong business acumen, ethics, and high integrity
- High comfort level in using online software products
- Must be articulate, organized, detail-oriented and have ability to multi-task
- Quick learner, with a positive attitude and ability to work well within a team

**BENEFITS:** Air-conditioned cabs provided (pick & drop) + Free meals

#### **SELECTION PROCESS (Virtual):**

##### **Day 1**

- Start Time – 12:30 PM (sharp)
- Introduction and Welcome note
- English Grammar test – Online (Elimination round)
- Pre-Placement Talk and walkthrough about Cvent
- Group Discussion (Elimination round)
- Product Video Test (Elimination round)
- Voice Assessment (Elimination round)
- Briefing Session for Day 2

##### **Day 2**

- Business Round 1 (Elimination round)
- Business Round 2 – Decides the selection/ rejection of the candidate
- Salary Discussion

#### **PROCESS OF REGISTRATION:**

**01.** Interested students need to click on the below link or copy/paste the link on Google Chrome (or any other Web Browser) to fill all their details in the provided Google form and should submit to register successfully.

<https://forms.gle/HtGV2UYeUL5kx11D9>

**02.** Students registered with the T&P Department for placements are only eligible.

**03.** Please note that it is mandatory to submit the above form to nominate successfully.

**04.** The form can be submitted only once, thus please be cautious while filling up the form.

**05.** The Resume File name must be the student's own name.

**06.** Registration will close on 4th February 2024 @ 11:59 pm

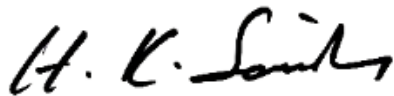
**07.** One student can Register only once, thus be cautious while registering.

**08.** Please Note: The Registration process will automatically turn off after the provided deadline.

**09.** You are advised to read & understand the disclaimer below before applying for this opportunity.

**10.** For queries you may WhatsApp @ 7279900530 (Ms. Zeba - Sr. Executive Training and Placement Department)

Sd/-



**DEAN – TRAINING & PLACEMENTS**

**Disclaimer:** The above Notice is based on the information as shared by the employer. The employer reserves the right to change or modify the afore-mentioned job details without any prior information. The Training & Placement Department and the University will not be responsible for any deviation. Nominating or applying for the vacancy/job profile indicates your agreement to all the Terms & Conditions/Training & Placement Department Placement Policy, in these terms, as modified from time to time. Therefore students are strictly advised to read clearly & understand the Placement Policy (Procedural & Behavioral both) laid by the AJU Training & Placement Department, before applying for the above-mentioned profile.