



# Raj Kumar Goel Institute of Technology

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## Notice

RKGIT/338/CRC/2014-15

7<sup>th</sup> May, 2015

Attn: B.Tech (CSE, IT, ECE) Final Year Students (Batch-2015).

### **Subject: Recruitment Drive of Cvent India Pvt. Ltd**

**Cvent India Pvt. Ltd** is likely to conduct a recruitment drive for B.Tech (CSE, IT, ECE) final year students.

The details is as follows:

#### **About the company:**

Cvent, Inc. (www.cvent.com) is the world's leading provider of cloud-based software for meetings and event management. Our platform of products include software to manage and facilitate online event registration, meeting site selection, event management, e-mail marketing and web surveys. We also develop mobile apps for both corporate and consumer events. Founded in 1999, we currently have 1,500+ talented and dedicated employees and are headquartered just outside of Washington, D.C., in McLean, Virginia, with additional U.S. offices in Portland, Oregon; Austin, Texas, and Los Angeles, California. Internationally we have offices in New Delhi, India, and London, England. Cvent has received a number of awards and honors recognizing our strong company culture, innovative products, stellar customer service and support, visionary leadership and investment in our employees. We currently have job openings across all departments and locations and are looking to add valuable team members to further strengthen the company's DNA.

<b>Position</b>	:	Associate Product Consultant
<b>Salary</b>	:	Fixed Gross Salary - INR 3,00,000 annually + INR 36,000 - paid annually = Total INR 3,36,000 annually
<b>Job Location</b>	:	Cyber City Gurgaon
<b>Shift Timings</b>	:	6:30pm-3:30am- Primarily US hours (night shift) - Air-conditioned cabs will be provided
<b>Criteria</b>	:	<b>No criteria</b>

#### **Clientele:**

Cvent has over 90,000+ users spread across 40 countries. Representative clients include Marriott, Hyatt, KPMG, the World Bank, Rolls Royce, American Marketing Association, Wal-Mart, Mobil, Yahoo, Harvard University, United Way, BMW, and Siemens.

#### **Job Description:**

We have multiple Associate Product Consultant positions for engineering graduates in our 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.

#### **Client Services Team:**

Our team of over 200 Product Consultants, Analysts and Relationship Managers is a close-knit group of dynamic and high-energy professionals. We hire bright people who are willing to learn and are extremely motivated to succeed. We have people from various educational backgrounds including computer information systems, psychology and communications.

#### **Position Duties:** Some or all of the position duties below will be applicable

- Support clients over the phone and email by answering their product questions and offering technical assistance
- Offer best practice tips to clients in an effort 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

**Desired candidate Profile:**

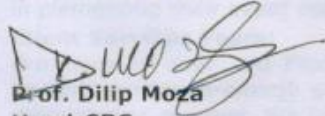
- Bachelor's degree with strong academic credentials. Preference would be given to IT graduates
- Excellent communication skills (verbal and written)
- Preference would be given to candidates who have prior experience of having travelled, studied or worked abroad
- Strong business acumen, ethics and high integrity
- High comfort level in using online software products
- Must be articulate, organized, detail-oriented and have the ability to multi-task
- Quick learner, with a positive attitude and ability to work well within a team

**Benefits:**

- Medical Insurance for 3Lakhs- Covering Employee & family on minimum 24hrs of hospitalization
  - & Spouse & 2 Children, if dependents- for 100%
  - Parents, if dependents- on an 80:20 sharing basis (Cvent will pay for 80%)
- Complimentary Buffet meal – Lunch for Australia/ Day/ Hybrid Shift & Dinner for Night Shifts
- Monday – Friday (5 day) work week (except for Client Services can include weekend shifts)
- Discounted Gym Membership at Gold Gym
- 26 Days Paid Time Offs in the calendar year (Jan – Dec) + 6 Indian Government Holidays = 30 Days of PTO earned in a calendar year
  - Each day is broken up into a 9 hrs – to give the employee greater benefit of flexibility.
  - Only 90 hours or 10 days PTO are carried forward to the next calendar year.
  - There is no encashment of PTO at the end of the year.
  - 6 Indian Gazette Holidays (falling over the weekdays) are given over and above Paid Time Offs.
  - For the Night Shifts (East & West Coast) you will have 8 US holidays that will be forced Paid Time Offs, and will get adjusted from the 26 days Paid Time Offs you receive.
  - Australia & International – there may be some country specific holidays you may be requested to follow depending on the territory you manage, these will be considered forced PTOs as well.
- Transport: for those employees whose shift starts before on or before 7am or shift ends after 9pm will be eligible for transport. No transport zones are Noida, Ghaziabad & outside 30kms radius of the office

**Notes:**

- **Students who are interested in above profile, are requested to register in CRC department on or before 11th May 2015 till 4:00 PM.**
- **Date of interview & venue will be intimated post registration and depending upon number of registrations.**



**Prof. Dilip Moza**  
**Head-CRC**

**Cc:**

- |   |   |
|---|---|
| Mr. Praveen Kumar -Faculty Representative-CSE               | Mr. Vipul Goel-Accounts Office              |
| Mr. Prince Gupta-Faculty Representative-CSE                 | Prof. V. K. Singh-Dean 2nd shift            |
| Dr. Sachi Gupta-HOD-CSE 1 <sup>st</sup> shift               | Shri H. G. Garg, Dean, RKGIT – GZB          |
| Mr. Nand Kishor Yadav -Faculty Representative-CSE 2nd shift | Dr. S. C. Gupta- Director Academics         |
| Mr. Shailendra Gaur-HOD-CSE 2 <sup>nd</sup> shift           | Dr. D. R. Somashekar, Director, RKGIT – GZB |
| Ms. Priya Rana-Faculty Representative-IT                    | Prof. B. K. Gupta, Advisor, RKGIT – GZB     |
| Mrs. Neha Jain-Faculty Representative-IT                    | Shri Dinesh Kumar Goel, Chairman, RKGIT     |
| Dr. R. K. Gupta-HOD-IT                                      |   |
| Mr. Vaibhav Sharma-Faculty Representative-ECE               |   |
| Mr. Abhinav Bansal-Faculty Representative-ECE               |   |
| Mr. Sandeep Bhatia-Faculty Representative-ECE               |   |
| Mr. Prakash Chandra Mishra-Faculty Rep.-ECE 2nd shift       |   |
| Dr. Dharendra Kumar-HOD-ECE 1 <sup>st</sup> shift           |   |
| Mr. Pavan Shukla-HOD-ECE 2 <sup>nd</sup> shift              |   |
| Mr. Upesh Bhatnagar-For Website update                      |   |