



<https://jobfever.govhelp.in/job/back-office-executive-mankind-pharma-jobs-in-turkapallyadaram-hyderabad/>

Back Office Executive

Job Location

Turkapallyadaram, 500080, Hyderabad, Telangana, India

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Base Salary

USD 15,000 - USD 18,000

Qualifications

Graduate

Employment Type

Full-time

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Description

Mankind Pharma Recruitment 2023

Mankind Pharma is looking for a back office executive to join our team. The ideal candidate will be a reliable and organized individual with excellent attention to detail and accuracy.

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Mankind Pharma Jobs Near Me

Responsibilities:

- Enter data into Mankind Pharma's databases from a variety of sources, including paper forms, spreadsheets, and electronic files.
- Verify the accuracy of data entry by comparing it to source documents.
- Resolve any data entry errors.
- Maintain accurate records of data entry activities.
- Assist with other back office-related tasks as needed.

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Mankind Pharma Careers

Requirements:

- Strong attention to detail and accuracy.
- Proficient in Microsoft Office Suite, especially Excel.
- Ability to work independently and as part of a team.
- Ability to work in a fast-paced and deadline-oriented environment.

Hiring organization

Mankind Pharma

Date posted

July 5, 2023

Valid through

31.12.2023

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Important Links

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