Mankind Careers 2023 – All India Jobs – Data Entry Executive Jobs

Job Location
India
Remote work from: IND

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Base Salary
USD 13,500 - USD 18,500

Qualifications
Graduate

Employment Type
Full-time

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Hiring organization
Mankind Pharma

Date posted
September 11, 2023

Valid through
31.12.2023

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Description

Mankind Pharma Recruitment 2023

The Data Entry Executive is responsible for entering data into the company's computer systems. This includes tasks such as entering customer orders, patient records, and financial data. The Data Entry Executive must be a highly accurate and detail-oriented individual with excellent typing skills.

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Mankind Pharma Jobs Near Me

Responsibilities:

- Enter data into the company's computer systems
- Verify data for accuracy
- Resolve data entry errors
- Maintain accurate records of data entry activities
- Other duties as assigned

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Mankind Pharma Careers

Requirements:

- Excellent typing skills
- Strong attention to detail

- Ability to work independently and as part of a team
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Experience with data entry software

Important Links **Find the Link in [Apply Now](#) Button**

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