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Mankind Careers 2023 – Free Job – Data Entry Executive Post

Hiring organization
Mankind Pharma

Job Location

India
Remote work from: Brazil

Date posted
June 13, 2023

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Valid through
31.12.2023

Base Salary

USD 15,000 - USD 18,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Mankind Pharma Recruitment 2023

Mankind Pharma, one of India's leading pharmaceutical companies, is seeking meticulous and detail-oriented individuals to join our team as Data Entry Executives. As a Data Entry Executive, you will play a critical role in maintaining accurate and up-to-date records of various administrative tasks. This is an excellent opportunity for fresher candidates to embark on a rewarding career in the pharmaceutical industry.

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Mankind Pharma Jobs Near Me

Responsibilities:

1. Data entry and verification: Input and verify data accurately into computer systems and databases. Ensure that all information is entered promptly and without errors. Review and validate data for completeness, consistency, and adherence to established guidelines. Perform regular quality checks to maintain data integrity.
2. Document management: Organize and maintain physical and electronic files and documents. Ensure proper categorization, labeling, and filing of documents to facilitate easy retrieval. Maintain confidentiality and data security protocols when handling sensitive information. Assist in archiving and disposal of records as per company policies.
3. Data reporting and analysis: Generate reports and summaries based on the

entered data, providing valuable insights and trends to the management. Identify discrepancies, errors, or inconsistencies in data and work towards resolving them. Collaborate with the team to improve data management processes and suggest enhancements for efficiency.

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Mankind Pharma Careers

Requirements:

1. Attention to detail: Strong focus on accuracy and precision when entering and verifying data. A keen eye for spotting errors or discrepancies. Ability to maintain concentration and perform repetitive tasks effectively.
2. Computer literacy: Proficiency in computer applications, including MS Office (Word, Excel, Outlook). Familiarity with data entry software and tools is desirable. Good typing speed with a high level of accuracy.
3. Organizational skills: Excellent organizational and time management skills to handle multiple tasks and prioritize accordingly. Ability to work independently and meet deadlines. Strong problem-solving skills to address any data related issues.

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

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