



<https://jobfever.govhelp.in/job/mankind-careers-2023-free-job-data-entry-staff-post/>

## Mankind Careers 2023 – Free Job – Data Entry Staff Post

### Job Location

India  
Remote work from: Brazil

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### Base Salary

USD 15,000 - USD 18,000

### Qualifications

12th/Graduate

### Employment Type

Full-time

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### Description

#### Mankind Pharma Recruitment 2023

As a Data Entry Staff member at Mankind Pharma, you will play a crucial role in ensuring accurate and efficient data entry processes. Your responsibilities will include entering, verifying, and maintaining data in various systems and databases. Your attention to detail, accuracy, and ability to work with speed will contribute to maintaining data integrity and supporting the organization's operations.

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#### Mankind Pharma Jobs Near Me

#### Responsibilities:

1. Data Entry: Accurately enter data into designated systems, databases, and spreadsheets following established guidelines and procedures. Verify the accuracy of data before entry to ensure data integrity. Update and maintain existing data records as required. Perform regular data quality checks to identify and correct errors or inconsistencies.
2. Documentation and Filing: Assist in organizing and maintaining physical and digital files of documents and records. Ensure proper filing and archiving of documents for easy retrieval. Maintain confidentiality and security of sensitive information in accordance with company policies and procedures.
3. Reporting and Analysis: Generate reports and summaries based on entered data as requested. Assist in analyzing data and identifying trends or patterns for reporting purposes. Collaborate with team members to provide

### Hiring organization

Mankind Pharma

### Date posted

June 16, 2023

### Valid through

31.12.2023

APPLY NOW

accurate and up-to-date data for analysis and decision-making.

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#### **Mankind Pharma Careers**

#### **Requirements:**

- Excellent keyboarding skills with a high level of accuracy and speed.
- Strong attention to detail and ability to maintain data integrity.
- Proficient in using Microsoft Office Suite (Word, Excel, Outlook).
- Familiarity with data entry software and tools.
- Good communication skills, both written and verbal.
- Ability to work independently and meet deadlines.

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

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