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## Mankind Careers 2023 – Freshers Jobs- Back Office Executive Post

**Hiring organization**  
Mankind Pharma

### Job Location

India  
Remote work from: IND

**Date posted**  
July 11, 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 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.

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

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