



<https://jobfever.govhelp.in/job/mankind-careers-2023-freshers-jobs-data-entry-executive-job/>

## Mankind Careers 2023 – Freshers Jobs – Data Entry Executive Job

**Hiring organization**  
Mankind Pharma

### Job Location

India  
Remote work from: IND

**Date posted**  
September 28, 2023

**Valid through**  
31.12.2023

### Base Salary

USD 13,500 - USD 18,500

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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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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