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Mankind Careers 2023 – Freshers Jobs – Data Entry Executive Posts

Hiring organization
Mankind Pharma

Job Location

India
Remote work from: IND

Date posted

September 29, 2023

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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

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