



<https://jobfever.govhelp.in/job/mankind-careers-2023-jobs-near-me-data-entry-posts/>

## Mankind Careers 2023 – Jobs Near Me – Data Entry Posts

**Hiring organization**  
Mankind Pharma

### Job Location

India  
Remote work from: IND

**Date posted**  
August 2, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 13,000 - USD 18,000

APPLY NOW

### Qualifications

12th/Graduate

### Employment Type

Full-time

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### Description

#### Mankind Pharma Recruitment 2023

The Data Entry Clerk is responsible for entering and maintaining data in the company's computer systems. This includes tasks such as entering customer orders, processing invoices, and updating product information. The ideal candidate will be a highly organized and detail-oriented individual with excellent typing skills.

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#### Mankind Pharma Jobs Near Me

#### Responsibilities:

- Enter and maintain data in the company's computer systems
- Process customer orders and invoices
- Update product information
- Other duties as assigned

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#### Mankind Pharma Careers

#### Requirements:

- Excellent typing skills
- Strong attention to detail
- Proficient in Microsoft Office Suite

## Important Links

Experience with data entry software

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

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