Mankind Careers 2023 – Mankind Jobs – Data Entry Assistant Job

Hiring organization
Mankind Pharma

Job Location
India
Remote work from: IND

(adsbygoogle = window.adsbygoogle || []).push({});

Date posted
September 5, 2023

Valid through
31.12.2023

APPLY NOW

Base Salary
USD 15,500 - USD 18,500

Qualifications
12th/Graduate

Employment Type
Full-time

(adsbygoogle = window.adsbygoogle || []).push({});
(adsbygoogle = window.adsbygoogle || []).push({});

Description

Mankind Pharma Recruitment 2023

The Data Entry Assistant is responsible for entering data into computer systems and databases. This includes a variety of tasks, such as entering customer information, product data, and financial records. The Data Entry Assistant must be accurate and efficient and must be able to work independently and as part of a team.

(adsbygoogle = window.adsbygoogle || []).push({});

Mankind Pharma Jobs Near Me

Responsibilities:

- Enter data into computer systems and databases accurately and efficiently.
- Follow data entry procedures and guidelines.
- Verify data for accuracy.
- Resolve data entry errors.
- Maintain data entry logs and reports.
- Organize and maintain data files.
- Other duties as assigned.

(adsbygoogle = window.adsbygoogle || []).push({});

Mankind Pharma Careers

Requirements:

- Strong typing skills (minimum 35 wpm)
- Excellent attention to detail
- Ability to work independently and as part of a team
- Basic computer skills, including Microsoft Office Suite
- Ability to learn new software quickly

Important Links **Find the Link in Apply Now Button**

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});