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Mankind Jobs 2023 – Job Alerts – Data Entry Executive Jobs

Hiring organization
Mankind Pharma

Job Location

India
Remote work from: IND

Date posted
September 23, 2023

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Valid through
31.12.2023

Base Salary

USD 12,500 - USD 18,000

APPLY NOW

Qualifications

Graduate, 12th Pass

Employment Type

Full-time

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Description

Mankind Pharma Recruitment 2023

We are looking for a Data Entry Executive to join our team and help us with our data entry needs. 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 data into computer systems
- Verify data for accuracy
- Maintain data records
- Create and update spreadsheets and databases
- Perform other related duties as assigned

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Mankind Pharma Careers

Requirements:

- Excellent typing skills (at least 30 wpm)
- Strong attention to detail
- Ability to work independently and as part of a team

- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint)

Experience with data entry software

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

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