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Mankind Recruitment 2023 – All India Jobs – Data Entry Executive Posts

Hiring organization
Mankind Pharma

Job Location

India
Remote work from: IND

Date posted
October 3, 2023

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Valid through
31.12.2023

Base Salary

USD 15,500 - USD 21,500

APPLY NOW

Qualifications

Graduate, 12th Pass

Employment Type

Full-time

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Description

Mankind Pharma Recruitment 2023

Mankind Pharma is looking for a Data Entry Executive to join our team. In this role, you will be responsible for entering data into our system accurately and efficiently. This data may include customer orders, product information, and other operational data.

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Mankind Pharma Jobs Near Me

Responsibilities:

- Enter data into our system accurately and efficiently
- Follow data entry procedures and guidelines
- Identify and correct data errors
- Maintain and update data records
- Generate reports from data

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Mankind Pharma Careers

Requirements:

- Excellent typing and data entry skills
- Strong attention to detail and accuracy

- Ability to work independently and as part of a team
- Basic knowledge of computers and Microsoft Office Suite

Important Links Experience with data entry software is a plus. **Find the Link in [Apply Now](#) Button**

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