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Mankind Recruitment 2023 – Freshers Jobs – Data Entry Executive Post

Hiring organization
Mankind Pharma

Job Location

India
Remote work from: IND

Date posted
October 7, 2023

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Valid through
31.12.2023

Base Salary

USD 15,500 - USD 21,500

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Mankind Pharma Recruitment 2023

Mankind Pharma is a leading Indian pharmaceutical company, and we are looking for talented and motivated Data Entry Executives to join our team. As a Data Entry Executive, you will be responsible for entering data into our computer systems from a variety of sources, such as paper documents, electronic files, and images. You will also be responsible for verifying the accuracy of the data and correcting any errors.

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Mankind Pharma Jobs Near Me

Responsibilities:

- Enter data into computer systems from a variety of sources
- Verify the accuracy of the data and correct any errors
- Update and maintain databases
- Generate reports
- Perform other data entry tasks as assigned

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Mankind Pharma Careers

Requirements:

- Strong typing skills
- Excellent attention to detail
- Ability to work independently and as part of a team
- Ability to meet deadlines and work under pressure

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

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