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## Mankind Recruitment 2023 – Jobs For Freshers – Back Office Executive Posts

**Hiring organization**  
Mankind Pharma

### Job Location

India  
Remote work from: IND

**Date posted**  
August 5, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 15,000 - USD 18,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

#### Mankind Pharma Recruitment 2023

Mankind Pharma is looking for a Back Office Executive to join our team. The ideal candidate will be a highly organized and detail-oriented individual with excellent typing and data entry skills.

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#### Mankind Pharma Jobs Near Me

#### Responsibilities:

- Enter and process data into the company's database.
- Verify the accuracy of data entry.
- Maintain data entry logs.
- Troubleshoot data entry problems.
- Assist with other back office tasks as needed.

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#### Mankind Pharma Careers

#### Requirements:

- Excellent typing and data entry skills.
- Strong attention to detail.
- Ability to work independently and as part of a team.

Proficiency in Microsoft Office Suite  
**Important Links** Find the Link in [Apply Now](#) Button

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