



<https://jobfever.govhelp.in/job/mankind-recruitment-2023-private-jobs-data-entry-executive-post/>

## Mankind Recruitment 2023 – Private Jobs – Data Entry Executive Post

**Hiring organization**  
Mankind Pharma

### Job Location

India  
Remote work from: IND

**Date posted**  
July 28, 2023

**Valid through**  
31.12.2023

### Base Salary

USD 15,500 - USD 19,500

APPLY NOW

### Qualifications

Graduate, 12th Pass

### Employment Type

Full-time

### Description

#### Mankind Pharma Recruitment 2023

Mankind Pharma is looking for a Data Entry Executive to join our team. The ideal candidate will be a highly organized and detail-oriented individual with excellent typing skills. You will be responsible for entering data into our databases, including customer information, product orders, and inventory levels.

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#### Mankind Pharma Jobs Near Me

#### Responsibilities:

- Enter data into our databases accurately and efficiently
- Resolve any data entry errors that are identified
- Maintain accurate records of all data entry transactions
- Other duties as assigned

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#### Mankind Pharma Careers

#### Requirements:

- Excellent typing skills (at least 60 wpm)
- Strong attention to detail
- Ability to work independently and as part of a team

- Proficient in Microsoft Office Suite

Experience with data entry software is a plus.

**Important Links**

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

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