



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

Mankind Recruitment 2023 – Private Jobs – Data Entry Post

Hiring organization
Mankind Pharma

Job Location

India
Remote work from: Brazil

Date posted
June 16, 2023

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Valid through
31.12.2023

Base Salary

USD 15,000 - USD 19,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Mankind Pharma Recruitment 2023

As a Data Entry professional at Mankind Pharma, you will be responsible for accurately entering and updating data into the company's systems and databases. Your role will involve ensuring the integrity and accuracy of data, maintaining confidentiality, and supporting various departments with data-related tasks. Your attention to detail, excellent typing skills, and ability to work with large volumes of information will contribute to the smooth functioning of the organization.

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Mankind Pharma Jobs Near Me

Responsibilities:

1. Data Entry and Validation: Enter and update data accurately and efficiently into the company's systems and databases. Verify the accuracy and completeness of data to maintain data integrity. Perform regular quality checks to identify and correct any errors or inconsistencies. Adhere to data entry guidelines and standards set by the organization.
2. Data Maintenance and Organization: Organize and maintain electronic and physical files of data records, ensuring proper storage and easy retrieval. Create backups of data to prevent loss or damage. Assist in data clean-up activities to improve data quality and usability. Update and maintain documentation related to data entry processes and procedures.
3. Timely Reporting and Communication: Generate reports and summaries

based on entered data as required by different departments. Prepare data reports with accuracy and attention to detail. Communicate effectively with team members and stakeholders to clarify data requirements, resolve discrepancies, and provide necessary information.

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Mankind Pharma Careers

Requirements:

- Excellent typing speed and accuracy.
- Strong attention to detail and data accuracy.
- Proficiency in using computer applications, including MS Excel and data entry software.
- Good organizational and time management skills.
- Ability to handle large volumes of data and work under pressure.
- Basic knowledge of data entry best practices and confidentiality principles.

Important Links

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

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