



<https://jobfever.govhelp.in/job/sun-pharma-careers-2023-all-india-jobs-data-entry-assistant-post/>

## Sun Pharma Careers 2023 – All India Jobs – Data Entry Assistant Post

**Hiring organization**  
Sun Pharma

### Job Location

India  
Remote work from: IND

**Date posted**  
August 29, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 15,000 - USD 18,000

APPLY NOW

### Qualifications

12th/Graduate

### Employment Type

Full-time

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### Description

#### Sun Pharma Recruitment 2023

The Data Entry Assistant is responsible for entering data into Sun Pharma's computer systems. They will perform a variety of tasks, such as entering customer orders, product information, and inventory data.

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#### Sun Pharma Jobs Near Me

#### Responsibilities:

- Enter customer orders into the system
- Enter product information into the system
- Enter inventory data into the system
- Verify the accuracy of data entry
- Resolve data entry errors
- Other data entry tasks as assigned

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#### Sun Pharma Careers

#### Requirements:

- Strong typing skills
- Excellent attention to detail

- Proficient in Microsoft Office Suite

Ability to work independently and as part of a team

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

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