Sun Pharma Careers 2023 – All India Jobs – Data Entry Staff Job

Hiring organization
Sun Pharma

Job Location
India
Remote work from: IND

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Date posted
September 22, 2023

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 Staff is responsible for entering data into Sun Pharma's computer systems. This includes tasks such as entering customer information, product data, and financial data. The ideal candidate will have a strong typing speed and accuracy, as well as excellent attention to detail.

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Sun Pharma Jobs Near Me

Responsibilities:

- Enter data into Sun Pharma's computer systems
- Verify the accuracy of data entry
- Follow data entry procedures and guidelines
- Resolve data entry errors
- Keep records of data entry activities

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Sun Pharma Careers

Requirements:

- Strong typing speed and accuracy
- Excellent attention to detail

- Ability to follow procedures and guidelines
- 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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