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Sun Pharma Careers 2023 – Freshers Jobs – Data Entry Assistant Post

Hiring organization
Sun Pharma

Job Location

India
Remote work from: IND

Date posted
September 11, 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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