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## Sun Pharma Careers 2023 – Job For Freshers – Data Entry Executive Job

**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

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### Qualifications

12th/Graduate

### Employment Type

Full-time

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### Description

#### Sun Pharma Recruitment 2023

The Data Entry Executive is responsible for entering data into Sun Pharma's computer systems. This includes tasks such as entering customer orders, product information, and inventory data. The ideal candidate will be accurate, detail-oriented, and have strong typing skills.

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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 any data entry errors
- Other data entry tasks as assigned

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#### Sun Pharma Careers

#### Requirements:

- Strong typing skills

- Excellent 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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