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

Hiring organization
Sun Pharma

Date posted
September 7, 2023

Valid through
31.12.2023

APPLY NOW

Job Location
India
Remote work from: IND

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Base Salary
USD 15,000 - USD 18,000

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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