



<https://jobfever.govhelp.in/job/sun-pharma-careers-2023-jobs-for-freshers-data-entry-cum-back-office-posts/>

Sun Pharma Careers 2023 – Jobs For Freshers – Data Entry Cum Back Office Posts

Hiring organization
Sun Pharma

Job Location

India
Remote work from: IND

Date posted
August 4, 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 Cum Back Office position is responsible for entering data into Sun Pharma's computer systems and providing administrative support to the back office team. This includes a variety of tasks, such as entering customer information, product data, and financial data. The ideal candidate will be a highly accurate and detail-oriented individual with excellent typing skills.

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Sun Pharma Jobs Near Me

Responsibilities:

- Enter data into Sun Pharma's computer systems
- Verify the accuracy of data
- Follow data entry procedures
- Maintain data entry records
- Resolve data entry errors
- Provide administrative support to the back office team
- Answer customer inquiries
- Compile reports
- Perform other administrative tasks as needed

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Sun Pharma Careers

Requirements:

- Excellent typing skills
- Strong attention to detail
- Excellent communication skills
- Proficient in Microsoft Office Suite

Important Links Knowledge of Sun Pharma's products and services **Find the Link in [Apply Now](#) Button**

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