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## Sun Pharma Careers 2023 – Jobs For Freshers – Data Entry Executive Posts

**Hiring organization**  
Sun Pharma

### Job Location

India  
Remote work from: IND

**Date posted**  
July 22, 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 databases, including customer information, product orders, and inventory levels. The ideal candidate will be a highly organized and detail-oriented individual with excellent typing skills.

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#### Sun Pharma Jobs Near Me

#### Responsibilities:

- Enter data into databases accurately and efficiently
- Resolve any data entry errors that are identified
- Maintain accurate records of all data entry transactions
- Other duties as assigned

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#### Sun Pharma Careers

#### Requirements:

- Excellent typing skills (at least 60 wpm)
- Strong 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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