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Sun Pharma Careers 2023 – Sun Pharma Jobs – Data Entry Staff Jobs

Hiring organization
Sun Pharma

Job Location

India
Remote work from: IND

Date posted
September 9, 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 Staff is responsible for entering data into Sun Pharma's computer systems. This includes tasks such as entering customer information, product data, and financial data. The ideal candidate will have a strong typing speed and accuracy, as well as excellent attention to detail.

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Sun Pharma Jobs Near Me

Responsibilities:

- Enter data into Sun Pharma's computer systems
- Verify the accuracy of data entry
- Follow data entry procedures and guidelines
- Resolve data entry errors
- Keep records of data entry activities

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Sun Pharma Careers

Requirements:

- Strong typing speed and accuracy
- Excellent attention to detail

- Ability to follow procedures and guidelines
- Proficient in Microsoft Office Suite

Ability to work independently and as part of a team

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