



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

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

Hiring organization
Sun Pharma

Job Location

India
Remote work from: IND

Date posted
August 5, 2023

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Valid through
31.12.2023

Base Salary

USD 15,000 - USD 18,000

APPLY NOW

Qualifications

12th/Graduate

Employment Type

Full-time

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Description

Sun Pharma Recruitment 2023

Sun Pharma is looking for a Data Entry Cum Back Office Executive to join our team. The ideal candidate will be a highly organized and detail-oriented individual with excellent typing and data entry skills.

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Sun Pharma Jobs Near Me

Responsibilities:

- Enter and process data into the company's database.
- Verify the accuracy of data entry.
- Maintain data entry logs.
- Troubleshoot data entry problems.
- Assist with other data entry tasks as needed.
- Answer and direct customer inquiries.
- Prepare and distribute reports.
- Maintain files and records.

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Sun Pharma Careers

Requirements:

- Excellent typing and data entry skills.
- Strong attention to detail.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite.

Important Links **Find the Link in [Apply Now](#) Button**

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