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Urgent Hiring in Mankind Pharma – Free Job – Data Entry Assistant

Hiring organization
Mankind Pharma

Job Location

India
Remote work from: IND

Date posted

February 10, 2024

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Valid through

31.08.2024

Base Salary

USD 12 - USD 23

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Urgent Hiring in Mankind Pharma

As a Data Entry Assistant at Mankind Pharma, you will play a vital role in ensuring the accuracy and efficiency of our data management systems.

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Mankind Pharma Careers

Responsibilities:

- Accurately enter and update data into designated systems
- Verify data for completeness and consistency
- Identify and correct any errors or discrepancies
- Follow established data entry procedures and protocols
- Maintain data confidentiality and security
- Report any data quality issues to your supervisor
- Assist with other administrative tasks as assigned

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Mankind Pharma Jobs Near Me

Skills:

- Strong typing skills with a minimum accuracy of 60 words per minute
- Proficient in Microsoft Office Suite, particularly Excel and Word
- Excellent attention to detail and accuracy
- Ability to work independently and as part of a team
- Strong communication and interpersonal skills
- Basic understanding of pharmaceutical terminology (preferred)

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