

<https://jobquest.jobsleworld.com/job/sun-pharma-recruitment-2023-job-freshers-data-entry-cum-back-office/>

## Sun Pharma Recruitment 2023 – Job Freshers – Data Entry Cum Back Office

**Hiring organization**  
Sun Pharma

### Job Location

India  
Remote work from: India

### Date posted

February 21, 2023

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### Valid through

31.12.2025

### Base Salary

Rs. 19,000 - Rs. 31,000

APPLY NOW

### Qualifications

12th, Graduate

### Employment Type

Full-time

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### Description

## Sun Pharma Jobs 2023

The ideal candidate for this position would be someone with a meticulous eye for detail, as well as excellent typing skills.

This person would be responsible for entering data into the company's databases, as well as managing and organizing the company's files.

### Jobs Near Me

#### Qualifications:

- Minimum of high school diploma or equivalent
- Previous experience in data entry or back office administration
- Proficient in Microsoft Office

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## **Jobs For Freshers**

### **Responsibilities:**

- Entering data into company databases
- Managing and organizing company files
- Checking data for accuracy and completeness
- Updating and correcting information as necessary

### **Skills required:**

- Meticulous attention to detail
- Excellent typing skills
- Strong organizational skills
- Good communication skills

### **Important Links**

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

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