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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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