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Wyeth Ltd Recruitment 2023 – Apply Online – Data Entry Cum Back Office Job

Hiring organization
Wyeth Ltd

Job Location

India
Remote work from: India

Date posted
January 24, 2023

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Valid through
31.12.2023

Base Salary

Rs. 25,000 - Rs. 30,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Wyeth Ltd Recruitment 2023

The Data Entry cum Back office is responsible to input the data of the company and to manage the back-office tasks.

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Qualifications:

- Detail oriented
- Good data entry skills
- Familiar with Windows environment
- Typing speed of at least 40 WPM
- Excellent attention to detail
- Good math skills

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The role is to provide data entry support to the team. This would include entering

data from source documents into the computer, verifying and correcting data as required,

Responsibilities:

- Enter data from source documents into the computer system
- Verify and correct data as required
- Run reports
- Updating and managing records
- Generating reports

Handling customer inquiries

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

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