

Cipla Recruitment 2023-24 – Jobs Alerts – Data Entry Executive Post

Hiring organization
Cipla

Job Location

India
Remote work from: IND

Date posted
December 27, 2023

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Valid through
31.08.2024

Base Salary

USD 15,000 - USD 18,000

APPLY NOW

Qualifications

12th/Graduate

Employment Type

Full-time

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Description

Cipla Recruitment 2023-24

As a Data Entry Executive at Cipla, you'll be the data whisperer, meticulously transferring information from diverse sources into accurate and accessible formats. You'll play a crucial role in maintaining data integrity, ensuring smooth research and development processes, and ultimately contributing to Cipla's mission of improving global health.

Cipla Jobs near me

Responsibilities:

- **Accuracy Ace:** Enter data from clinical trials, lab reports, and other sources with meticulous attention to detail, ensuring complete and flawless information.
- **Data Detective:** Verify data for completeness and accuracy, identify discrepancies, and resolve inconsistencies to maintain data integrity.
- **Formatting Finisher:** Organize and categorize data efficiently using designated software systems, ensuring it's readily accessible for further analysis and research.
- **Compliance Champion:** Adhere to strict data management protocols and regulatory guidelines, safeguarding data confidentiality and ethical practices.
- **Team Player:** Collaborate effectively with researchers, scientists, and other team members to contribute to the smooth flow of data and research projects.

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Cipla Careers

Skills:

- Excellent attention to detail and accuracy, with a strong emphasis on quality and error-free work.
- Proficient in MS Office Suite (Word, Excel, PowerPoint) and data entry software (preferred).
- Strong analytical and problem-solving skills, able to identify and address data inconsistencies.
- Excellent communication and interpersonal skills, able to collaborate effectively with diverse teams.

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

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