



<b>Designation</b>	Data Operation Associate
<b>Company Name</b>	Docplexus.in is the largest and fastest growing platform for doctors in India. As of today there are 200,000+ doctors registered on this platform and growing by 6000 new registered doctors every month. Docplexus focuses on peer-to-peer exchange of patient cases, dialogue and interdisciplinary learning to improve medical outcomes. It is a trusted and secure platform accessible exclusively for medical practitioners, offering real-time dialogue, exchange and interaction in clinical and non-clinical forums, knowledge centers, treatment guidelines, certified educational resources and latest medical news.
<b>Desired Profile</b>	<ul style="list-style-type: none"><li>• Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry</li><li>• Insert user data by inputting text based and numerical information from source documents within time limits</li><li>• Review data for deficiencies or errors, correct any incompatibilities if possible and check output</li><li>• Apply data program techniques and procedures</li><li>• Keep information confidential</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Typing speed and accuracy</li><li>• Familiarity with MS Office and data programs</li></ul>
<b>Experience</b>	0-2 years
<b>Positions</b>	1
<b>Industry Type</b>	Digital Healthcare Domain
<b>Education</b>	Graduate/Post Graduate
<b>Location</b>	Pune, Maharashtra
<b>Work environment &amp; Compensation</b>	<ul style="list-style-type: none"><li>• A high-performing team with proven success</li><li>• A nurturing environment with hands-on coaching from our European investors</li><li>• Self-responsibility and room for creativity</li><li>• An ample salary</li><li>• Being a significant part in making India's healthcare better</li></ul>
<b>Contact</b>	Send your resume to <a href="mailto:kushlesh.singh@docplexus.in">kushlesh.singh@docplexus.in</a> or call on 9823187087 for further assistance.