

Jasle D. Osngal

Itogon, Benguet, Philippines

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WORK EXPERIENCE

Junior Data Analyst – Concentrix (August 2023 – November 2024)

- Supported senior analysts in cleaning and preprocessing raw data, ensuring data accuracy and consistency.
- Created Excel-based reports and visualizations for monthly business reviews.
- Assisted in automating routine data processes, reducing manual effort
- Collaborated with cross-functional teams to gather data requirements and align on project goals.

Assistant Branch Manager – BARCODE (January 2022 - August 2023)

- Attends and participates in periodic staff meetings.
- Balancing the cash register and generating reports for credit and debit sales.
- Processing refunds and exchanges, resolving complaints.
- Coordinates communication with staff.
- Manages branch operations when manager is absent.
- Upselling service through social media engagement and advertisement

Data Encoder – ROLYMEDSCIDENT ENTERPRISES (March 2018- January 2022)

- Monitor data entry accuracy and completeness.
- Prepare, compile, and sort documents for data entry.
- Receiving client e-mails and replying to them in behalf of the technicians through Gmail, Viber, Skype and Yahoo.
- Secure confidential information by protecting passwords and other sensitive information.
- Update existing data and delete unnecessary files.
- Creating Service/maintenance report and drafting updated price lists for equipment being sold.