Jan Tzu Chiu

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# Professional Summary

Seasoned Bookkeeper with more than 20 years of experience

# Skills & Abilities

## ACCOUNTING SYSTEMS/cOMPUTER SKILLS

* ACCPAC
* Quicken Books
* Microsoft Office

## Communication

* Constantly communicate closely with all departments to ensure the accounting transactions are successful.

## Leadership/Trainner

* Train new staffs in Accounting
* Review other Bookkeeper’s work.
* Provide ideas to improve the efficiency, reduce costs, and safeguard assets.