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## Mei Tsao

*Administrative Assistant*



### CONTACT

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### INDUSTRY EXPERIENCE

2006 to present:

Administrative Assistant

- Consolidating WIP w/ statistical analysis into MYI MC1 database;
- Crosschecking cash book;
- Performing AR duties and works;

2002 to 2005:

Accounting Administrative Assistant

- Key in WIP w/ statistical analysis

1998 to 2002:

Administrative Assistant

### EDUCATION / TRAINING

- Takming University of Science and Technology