
Housing Officer Resume

Job Objective

Housing Officer seeking position with organization that has the potential for career growth possibilities.

Highlights of Qualifications:

- Huge working experience as a Housing Officer
 - Solid knowledge of Housing Act and Housing regulations
 - Exceptional knowledge of dealing with various social groups
 - Strong organizational, interpersonal and teamwork skills
 - Exceptional ability to meet deadlines while working under pressure
 - Strong ability to communicate and interact with efficiently and persuasively
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Professional Experience:

Housing Officer
Triumph Consultants, Phoenix, AZ
August 2005 – Present

- Developed and implemented rent and arrear collection policies and procedures.
- Managed house improving and repairing activities in consultation with tenants.
- Ensured all tenants adhered to lease agreements and evicted those violated agreements.
- Processed new tenants' applications and agreements before occupying vacant houses.
- Resolved all issues pertaining to antisocial behavior and disputes.
- Ensured peaceful stay for inmates by providing technical and non-technical support.

Housing Officer
Spirit Resourcing Ltd, Phoenix, AZ
May 2000 – July 2005

- Managed a team of technical and non-technical staff to offer comfort stay for inmates.
 - Provided guidance and assistance on legal policy and procedural matters.
 - Took informed decisions on resource deployment,
 - Involved actively in decision making process with regard to housing society's operation, resource deployment and routine maintenance.
 - Interacted with external agencies, internal staff, vendors and tenants to ensure customer's comfort.
 - Utilized approved budgets to maintain housing areas, carry out repair work and managing wastes.
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Education:

Bachelor's Degree in Business Administration
Dickinson State University, Dickinson, ND

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