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## Property Book Officer Resume

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### Job Objective

To secure Property Book Officer position to help contribute to the growth of the organization and help increase cliental.

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### Highlights of Qualifications:

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- Remarkable experience in acquisition, maintenance, supply
  - Huge knowledge of computerized information systems used in PBUSE
  - Deep knowledge of finance, accounting, budgeting and cost control procedures
  - Sound knowledge of the Property Book Unit Supply Enhanced (PBUSE) and Auto Scan Tracking System 3 (ASTS3)
  - Proficient in MS Office suite
  - Strong decision making and problem solving skills
  - Amazing ability to analyze and interpret financial data
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### Professional Experience:

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Property Book Officer  
Central Technical Supply Facility, Jamaica, NY  
August 2005 – Present

- Reviewed incoming directives, changes in policies, regulations and procedures.
- Ensured adherence to internal control standards while managing.
- Managed the Property Book program for CTSF and conducted training programs for hand receipt holders.
- Maintained document registers, suspense files, monitors and approved all transactions affecting the property book.
- Established and maintained accurate accounting and reporting of non-expendable high dollar value.

Property Book Officer  
Inuit Services, Inc, Jamaica, NY  
May 2000 – July 2005

- Processed all requests for new inventory.
  - Solved problems regarding logistical matters.
  - Ensured the swift delivery of critical equipment.
  - Coordinated maintenance on damaged equipment.
  - Planned and lead the work of multiple sub-sections.
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### Education:

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Bachelor's Degree in Business Administration  
Alice Lloyd College, Pippa Passes, KY

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