
Property Book Officer Resume

Job Objective

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

Highlights of Qualifications:

- 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:

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:

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

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