
Property Officer Resume

Job Objective

Seeking position as a Property Officer with reputable organization in which my skills and knowledge can help further the development of the organization.

Highlights of Qualifications:

- Strong accomplished experience in the local property market
 - Sound knowledge of both local and national real estate markets
 - Exceptional knowledge of modern office procedures, methods and equipment including computers
 - Huge knowledge of property management, finance and budgeting systems
 - Outstanding ability to build strong client relationships
 - Uncommon ability to organize and administer a property management system
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Professional Experience:

Property Officer

Dougmal Real Estate, Cambridge, MA

August 2005 – Present

- Handled general enquiries from potential tenants.
- Prepared property condition reports (Ingoing, Outgoing & Periodic).
- Prepared and updated rental list and websites and designing of brochures for properties.
- Designed and arranged placement of suitable advertising material, including window displays.
- Ensured that properties are maintained and presented, in accordance with the owner's instructions.
- Participated in key result area and key performance indicator review processes to establish areas for improvement.

Property Officer

G4s Secure Solutions, Cambridge, MA

May 2000 – July 2005

- Administered commercial ground lease portfolio.
 - Managed sealing and signing of documents.
 - Prepared and overseen operations budgets for Property.
 - Made recommendations and provided supporting evidence on capital expenditure.
 - Maintained Asset Management Plan.
 - Reviewed Aged Trial Balance on monthly basis.
 - Adhered to standard debt collection practices.
 - Ensured systems are in place to immediately alert Property Officer if residential rent payments are missed.
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Education:

Bachelor's Degree in Business Administration

Oral Roberts University, Tulsa, OK

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