

# Administration Cover Letter

363 Hansen PikeNaderview, VT 69597

**Dear Max Barrows,**

I submit this application to express my sincere interest in the administration position.

In my previous role, I was responsible for timely support to accounting staff on customer invoicing, commission verification, timesheet consolidation, payroll processing and report compilation.

Please consider my qualifications and experience:

- Work on SEF and MTF administration
- Relevant experience in similar functions in the FO space
- Knowledge of, and experience in investment banking, fund investment strategies and operations and passive investment strategies
- Flexible and able to adapt to changing market conditions and internal mandates
- Adding and amending terms on customer's accounts
- Dealing with daily call logs from the Representative
- Representative support
- Servicing the Business to Business and Kingsmead website ensuring all information is current

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Stevie Wilkinson