

HR Reporting Analyst Cover Letter

86093 Annice HavenNew Wilfredo, NC 05167-3756

Dear Stevie Spinka,

I submit this application to express my sincere interest in the HR reporting analyst position.

Previously, I was responsible for day to day support, documentation and training on the HR data systems including the HR data warehouse, organizational hierarchy system and position management.

My experience is an excellent fit for the list of requirements in this job:

- Strong analytical (both quantitative and qualitative), problem solving and organisational skills
- Advanced level of expertise in MS Excel (expertise with pivots, v-look ups, advanced formulas)
- Intermediate level of expertise of MS Advanced Excel Knowledge (very strong understanding of excel formulas and functions)
- Understands processes and systems
- Comfortable with complex situations and processes
- Great attention to detail to ensure highest level of quality/rigor in reports and data analysis
- Experience with Success Factors Applications including Employee Central, Recruitment, Onboarding, Pension and Benefits with a focus on native reporting tools from SuccessFactors (e.g., advance reporting, ad-hoc reporting and Online Report Designer)
- Understanding of critical HR process (e.g., data administration, recruitment, onboarding, pension and benefits, payroll)

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

Sincerely,

Emery Farrell