

Middle Office Operations Cover Letter

73056 Wilburn Flat Borerfurt, IL 56599

Dear Hayden McCullough,

I am excited to be applying for the position of middle office operations. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for administrative and organizational support for the Annual National Symposium in Bethesda-this will be virtual at first due to COVID.

Please consider my experience and qualifications for this position:

- Should participate in all the stakeholders meeting and ensure complete understanding of the project as per the client requirement
- Should ensure all the cash / stock movement are completed within the stipulated cut offs to ensure the unit pricing of the fund are not affected
- Should ensure Preliminary Analysis is done for the projects and highlight any issues to the project managers
- Analyst should ensure that all the activities as per the checklist are completed and documented for audit requirement
- A thorough understanding of wholesale banking / capital markets operations
- Thorough knowledge of the primary technologies, products and markets in which GWO's business partners operate and the core processes to support those ie, Front and Mid Office systems such as Fidessa, Prime 1, Trade Management, the fundamentals of the Products/Services being supported Listed Equites, Prime Brokerage, SBL
- Strong understanding of the settlement & clearing rules and requirements of the major depositories and global custodians through which clients flow transactions DTC, CDS, BNP, Citibank
- Good communication skills and strong client focus

Thank you for taking your time to review my application.

Sincerely,