

# Middle Office Operations Cover Letter

914 Jonathon Ford  
Port Arnoldo, NH 54672-4965

**Dear Cameron Green,**

In response to your job posting for middle office operations, I am including this letter and my resume for your review.

In my previous role, I was responsible for testing of systems, generate ad-hoc reports and assist in miscellaneous projects, as needed, for enhancements or regulatory requirements.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Ensure the SLAs to various stakeholders are under control and all deviations explained, account all trade validation and PL delivery by the team
- Manage all escalations to resolution, ensure that the month end closure for the business area, control and manage the KPIs and KRIs
- Monitor all pricing and valuation issues, develop and manage suitable controls around applicable accounting constraints
- Have close liaison with the Front Office to ensure the timely and efficient resolution of queries and provision of other ad-hoc business support
- Have Close liaison with Market Risk, Global Pricing Unit, Operations and other Finance teams to ensure the timely and efficient resolution of queries
- Working knowledge of SoX control framework, maintain integrity and professional standards
- Acquire complete understanding of Fund Services, Custody & its related functions with various parties involved
- Should closely work with project managers and ensure timely completion of the respective projects

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Dakota Kihn