

# Office Analyst Cover Letter

631 Pfannerstill KnollNorth Kip, MD 67229-4237

**Dear Peyton Welch,**

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

In the previous role, I was responsible for end-to-end (holding the trade from inception to expiry) processing support to Treasury & Markets on Foreign Exchange, Money Market and Non-Deliverable Forward products across Singapore, Australia, China, Korea, Indonesia, Vietnam, Taiwan and Hong Kong.

Please consider my qualifications and experience:

- Manage the monthly FX netting process, execute FX spot orders and FX Hedge requests (FX Forwards, FX Options) received from affiliates
- Manage Treasury projects (expand the geographical reach of pooling etc), assist in the constant improvement of the treasury processes and the Global Treasury System with the goal to increase the operational efficiency
- Fundamental knowledge of Microsoft Windows/Office applications, very strong computer skills and general flair for using software geared to finance/treasury
- Solid mathematical and very strong analytical skills
- Persuasive and confident personality
- Manage and report on revenue information on a weekly, monthly, quarterly and annual basis
- Analyse appropriate regional and/or functional input
- Collaborate with key stakeholders to ensure consistency across goals and assumptions

**Thank you for considering me to become a member of your team.**

Sincerely,

Ari Walker