

# Office Analyst Cover Letter

57708 Blick OverpassRobelside, FL 30310

**Dear Sam Rutherford,**

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

Previously, I was responsible for visibility to trade investment for actual and planned spend via a comprehensive suite of trade management tools and reports.

Please consider my qualifications and experience:

- Work rotating shifts and on call rotation
- ISTQB certification in Software Testing is desirable
- Knowledge of portfolio management systems, order management systems and trading platforms
- Strong knowledge and expertise on Bloomberg AIM
- Experienced business analysis experience within asset management, specifically across the Investment Platform (order management, trading, confirmation, settlement, accounting )
- Strong business analysis skills, including business process re-engineering, requirements gathering and documentation
- Experience of solution design including the production of architecture diagrams
- Experience using Blackrock's Aladdin platform

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

Sincerely,

Royal Hamill