

06/09/2025

The Hiring Manager,
TotalEnergies SE,
4 Church Gate Street,
Victoria Island,
Lagos State,
Nigeria.

Dear Sir/Ma,

I am writing to express my interest in the Compensation/Payroll Analyst position at TotalEnergies. With experience handling payroll administration, staff booking, ID card issuance, and preparing daily and weekly reports, I bring strong organizational skills and accuracy essential for managing compensation and payroll processes.

Graduating top of department during my academic programs, I have built a reputation for diligence, problem-solving, and commitment to excellence. Beyond payroll and reporting, I have a solid foundation in data analysis, database administration and programming, which I actively leverage to automate processes, streamline reporting, and enhance efficiency while ensuring data integrity.

I am particularly inspired by TotalEnergies' commitment to innovation and excellence in the energy sector. I am eager to contribute to your team by ensuring timely payroll processing, supporting compliance, and applying both analytical insights and automation driven approaches to improve compensation and payroll management.

Thank you for considering my application. I look forward to the opportunity to discuss how my problem-solving skills, technical knowledge, and analytical mindset can contribute positively to TotalEnergies.

Sincerely,
Wilcox, Priscillia
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09031185402