

November 25th, 2020

Dear Hiring Manager,

A dynamic, fast-growing and environmentally friendly organization like The Simply Group will greatly benefit from my comprehensive and versatile set of Business Process Analysis and UAT skills acquired by handling high-impact initiatives such as the migration of the core banking system and the launch of digital banking. I am interested in joining the team at The Simply Group as a Business Analyst and believe that my extensive experience of managing stakeholders, assessing needs and leading business initiatives will enable me to effectively contribute to the success of your organization.

My result-oriented nature and adaptability enabled me to successfully lead various organization-wide initiatives including digital banking and anti-money laundering with minimal oversight. These projects involved daily status meetings with stakeholders including developers using Agile Scrum methodologies and enabled me to effectively negotiate to achieve team goals. I also revisited and delivered the end-to-end processes across departments such as Banking and Compliance during the system upgrade and organizational transformation of Laurentian Bank. I was awarded the Laurentian Bank 'Thank You' badge for always willing to go the extra mile and also commended by my Manager for being flexible, open-minded and extremely determined to exceed targets and seek opportunities to improve processes despite limited resources.

The fast-paced environment at Citi also enabled me to take initiatives and proactively identify issues that could impact the client negatively. An example is my close collaboration with the Billing and Sales team to proactively identify gaps and discrepancies. The monitoring of data to identify systematic issues and collaboration with stakeholders enabled the team to improve processes, resolve inconsistencies and prevent any inconvenience to the clients. I was able to deliver results because I took complete ownership, prioritized multiple timelines and welcomed challenges instead of fearing the unknown. To assist my team more effectively, I decided to get cross-trained within a short-time frame and also assumed Credit and Risk responsibilities.

I believe that my strong planning, analytical and teamwork skills will be of great benefit to your team at The Simply Group. I look forward to an opportunity to meet with you and demonstrate why I am the best candidate.

Sincerely,

Haris Masood