03/20/2017

Shayazah Malik

973 Sheldon Avenue

Staten Island, NY 10309

Dear Mr. Ioannou,

I am writing in reply to the internal job posting seeking to fill the position of Lead Business Analyst. My resume is enclosed for your review.

I have been working in Moody’s Service Management group for more than 6 years and during my tenure, I have supported Document Management, Ratings, and Analytics applications. I believe that my working knowledge of these applications qualifies me for the consideration of this position. I have portrayed the ability to interact with multiple teams effectively in my current role with the organization since I am constantly required to work closely with various IT as well as business teams, some of them including GMO, Credit and Regulatory Team, and Compliance, to discuss current application usage trends and issues. In addition to leading the Production Support team, I personally work on high visibility issues along with technical teams in order to drive these issues to closure. I have worked very closely with the Problem Management team giving me an opportunity to understand current system and data issues we face and the fixes that are being proposed.

I have intermediate knowledge of SQL query building for reporting purposes as well as analytical tools within excel like formulas, pivots, and vlookup functions. In addition to this, I am a quick learner and thoroughly enjoy the analytical aspects of my current role, some of the qualities needed for the role I am applying for. In my working experience of 10 years, I have always proven myself as an efficient team player with Moody’s as well as other organizations.

I appreciate your taking the time to review my credentials and experience. I would welcome the opportunity to further discuss this position with you and I look forward to hearing from you.

Sincerely,   
Shayazah Malik