

# Zhicheng Xie

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To the **Human Resources Manager**:

I am writing to express my strong interest in the Business Analyst role at your esteemed company. With a proven track record of driving process improvements, collaborating with stakeholders, and delivering successful projects, I am confident in my ability to contribute to your organization's business objectives.

Throughout my career as a Business Analyst, I have consistently demonstrated my analytical mindset, attention to detail, and ability to translate business requirements into innovative solutions. My expertise includes gathering and consolidating requirements, designing efficient systems, and implementing solutions to enhance operational efficiency using RPA(Use Robotic Process Automation), which requires me to understand the process of the business sequences and optimize via RPA tools, for example, UiPath.

What sets me apart is my passion for continuous learning and personal growth. I thrive in dynamic and fast-paced environments, always seeking to expand my knowledge and skills. I possess a solid technical background with proficiency in programming languages such as Python, SQL, and VBA. Additionally, I deeply understand RPA tools and technologies, which enables me to leverage automation to streamline processes and improve productivity. Beyond my technical expertise, I bring a collaborative and proactive approach to my work. I believe in building solid relationships with stakeholders to understand their needs and ensure successful project outcomes. My excellent communication and problem-solving skills allow me to bridge the gap between business requirements and technical solutions effectively.

I embody a passion for lifelong learning. The exposure I gained through working with clients in the banking and financial industry has inspired me to pursue further studies in finance. This decision stems from my strong desire to enhance my understanding of the intricacies within the financial system. By immersing myself in the field of finance, I aim to leverage my expertise as a BA to contribute effectively to projects and initiatives within this domain.

Beyond my technical expertise, I am an active community member and believe in giving back. I have volunteered for esteemed organizations such as Rotary Australia and the Dalian Volunteer Association, where I have honed my leadership, communication, and organizational skills. I served as the President of the UQ-MCSLC (UQ Master of Commerce Student Led Committee), further enhancing my ability to collaborate effectively and drive meaningful outcomes.

Furthermore, I am committed to positively impacting both professional and community settings. I have actively volunteered for esteemed organizations, where I have honed my leadership, communication, and organizational skills. These experiences have taught me the value of teamwork, adaptability, and a strong work ethic.

Thank you for your time and consideration.

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