

Chetan P Ayare

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OBJECTIVE

To make use of education, professional & knowledge along with my work experience to accept the new challenges and opportunities in my job.

EDUCATIONAL QUALIFICATIONS

EDUCATION	COLLEGE/SCHOOL	UNIVERSITY/BOARD	REMARKS
M.Com.	Sailee College	Y.C.M. Open University	Passed
B.Com.	Sailee College	Y.C.M. Open University	Passed
H.S.C. (Science)	Thakur College of Sci. & Comm.	Maharashtra Board	Passed
S.S.C.	Vidya Vikas Sabha High School	Maharashtra Board	Passed

ADDITIONAL QUALIFICATION

- ✓ **Web Engineering** from Computer Station, Borivali (West).
- ✓ **Desk-Top Publisher (D.T.P.)** Course from PIIT Computer Education, Borivali (East).
- ✓ Working experience in **Photoshop, Corel Draw, Page Maker & Image Ready Software.**
- ✓ MS Office with Word, Excel, & Power Point
- ✓ Well versed with Internet
- ✓ Also have knowledge of HTML, DHTML, CSS, JavaScript, Macromedia Flash 8, Dream Weaver, Fireworks, etc.
- ✓ **File Transfer Protocol - FTP** Software (Uploading Software)
- ✓ Marathi & Hindi Typing on Shivaji01, Shivaji05 & Marathi-Lekhani Fonts

WORK EXPERIENCE

- 1) **Working with SBI Capital Markets Limited as Production Executive – Grade-L3 (Assistant Manager) in Equity Capital Markets (IB Team) from May 2020 till date. (<https://www.sbicaps.com>)**

Job Description:

- a) Currently working on Power Point Presentation formatting for IB Meetings & Pitches
- b) Converting PDF to PPT in SBI formats (Diagrams, Milestones etc.) from other sources
- c) Converting PDF to Word for editing from other sources
- d) Converting PDF to Excel (Charts, Tables, etc.) from other sources
- e) Sending Subscription figures for Initial public offering (IPO) to Team & concern persons
- f) Working for HR department for Mailers & other design related work

- 2) **Worked with SBICAP Securities Limited as Executive - DTP in Institutional Equity Research from Mar 2017 to May 2020 (Off-Roll since Mar 2017 to Aug 2019 & On-Payroll since Sep 2019 to May 2020). (<https://www.sbismart.com>)**

Job Description:

- a) Designing Research Report Formats & Cover-Pages in Word, CorelDraw & Photoshop
- b) Preparing morning report & sending it to clients as well as all staff
- c) Creating Cover-Page for all research reports in Photoshop & CorelDraw
- d) Designing Mailer for New Promotional Offers & New Product of the Company
- e) Drafting Invitations for Company Conference Calls with Analysts/Clients
- f) Updating all released reports in Bloomberg, Dow Jones (Factiva Content Uploader) etc.

3) Worked with East India Securities Ltd. as Senior Graphic & Production Executive – Institutional Research from Aug 2013 to Mar 2017. (<http://www.eisec.com>)

Job Description:

- a) Designing Research Report Formats & Cover-Pages in PageMaker, CorelDraw & Photoshop
- b) Preparing morning report & sending it to clients as well as all staff
- c) Creating Cover-Page for all research reports in Photoshop & CorelDraw
- d) Designing Mailer for New Promotional Offers & New Product of the Company
- e) Drafting Invitations for Company Conference Calls with Analysts/Clients
- f) Updating all released reports in Bloomberg, research bytes etc.
- g) Downloading other Company Research Reports from different groups.
- h) Preparing 27 Insurance Company's Portfolio (Debt & Equity) on Monthly Basis.
- i) Updating 27 Insurance Company's Public Disclosures on Quarterly Basis.
- j) Making Pivot table for 27 Insurance Company's Portfolio (Equity) on Monthly Basis.
- k) Formatting IRF Daily, Monthly Reports.
- l) Preparing ETF's Market Watch Snapshot Weekly Basis.

4) Worked with KRChoksey Shares and Securities Pvt. Ltd. as Graphic & Production Executive – E-Services from Aug 2012 to Aug 2013. (<https://www.krchoksey.com>)

Job Description:

- a) Formatting Institutional Research Reports in MS-Word & PageMaker format
- b) Designing Brochures, Leaflets, Flyers, Notice Boards, Banners, Website Ads and Visiting Cards etc. in CorelDraw & Photoshop
- c) Designing Mailers for Festival Season, Competitions, and Birthdays etc.
- d) Preparing Presentation for new Products as well as Monthly Management Meet (MMM) in PowerPoint
- e) Coordinating with other department for design related work
- f) Promotion Campaign (Preparing mailers and ads on website)
- g) Uploading Research reports on the website on daily & Weekly Basis. (Indicative Margin, Technical Trend, Daily Derivative)
- h) Updating Social Media interference, All Social Networking sites like Facebook, Twitter, LinkedIn and Blogger etc.
- i) Taking care of all changes to be made in the content on the website addition or deletion of menu etc.
- j) Sending SMSs through yahoo messenger and bulk SMS software & track the same
- k) Coordinating with Vendors for new website & with Applications department whenever required to resolve the errors of the current website
- l) New Website Development Coordination with Backend and Vendor
- m) Managing the back end of the website

5) Worked with Emkay Global Financial Services Ltd. as Executive – DTP in Retail Research from Jan 2012 to Aug 2012. (<https://www.emkayglobal.com>)

Job Description:

- a) Formatting Equity Advisory Morning & Evening Note & Releasing it to Office staff as well as Clients
- b) Releasing all Institutional Research Report with making changes in PDF files to Equity Advisory Clients
- c) Making Derivative Digest for Equity Advisory in PageMaker & Releasing it to Office staff as well as Clients
- d) Handling MIS (Management Information Services) of Equity Advisory Printing & Stationary
- e) Uploading Equity Advisory Morning & Evening Note on Company website

6) Worked with Unicon Financial Intermediaries Pvt. Ltd. as Executive Research – DTP Operator in Institutional Research from Aug 2010 to Jan 2012.

Job Description:

- a) Designing Research Report Formats & Cover-Pages in CorelDraw & PageMaker
- b) Compiling Weekly Reports in CorelDraw & PageMaker
- c) Creating Cover-Page of Monthly Magazines of the Company in Photoshop & CorelDraw

- d) Designing Mailer for New Promotional Offers & New Product of the Company
- e) Drafting Invitations for Company Conference Calls with Analysts/Clients
- f) Handling MIS (Management Information Services) of Research Team in Excel

7) Worked with Intelenet Global Services Pvt. Ltd. as Customer Service Associates (C.S.A.) From Jan 2009 to Nov 2009. (<https://www.intelenetglobal.com>)

Job Description:

- a) To handle Customer Queries & Complaints for the process of Vodafone Customer Care on Toll Free No.111

8) Worked with Aim Market Research Group in Borivali as Home Visitor from Jan 2008 to Dec 2008.

Job Description:

- a) Worked with LIFEBOUY Survey Team for 9 month's contract
- b) To visit Slum areas (45 Houses per Week for 9 Months) & Distribute free Samples of LIFEBOUY Soap (Quantity 5 Soaps per house) & note down their feedback on LIFEBOUY soap
- c) To distribute free gifts on every festival to 45 Houses
- d) To provide their kids all the necessary study material for 9 months

LANGUAGES KNOWN

English, Marathi, Hindi

PERSONAL INFORMATION

Nationality	:	Indian
Marital Status	:	Married
Date of Birth	:	27th September 1988
Hobbies	:	Playing Cricket, Chess & Listening Music
Permanent Address	:	Flat no. 401, Madhav Niwas, Natakwala Lane, Near Korakendra Flyover, Borivali (West), Mumbai – 400092.
Current Address	:	Flat no. 208, Om Sai Darshan, B-Wing, Sodawala Lane, Near Om Sai Hospital & Sterling Hospital, Borivali (West), Mumbai – 400092.

DECLARATION

I, Mr. **Chetan P Ayare**, hereby declare that the above furnished particulars are true to the best of my knowledge and belief.

Date:

Place: Mumbai

Chetan P Ayare