

# CURRICULUM VITAE OF VIJAYAN CHETTY

Location:	Durban, South Africa
Disability Status	Disabled- Paraplegic
Languages	English/Afrikaans
Nationality	South African
Material Status	Single
Driver License	Yes with own vechile
Notice Period	1 month
Date of Birth	11/10/82



## SECONDARY EDUCATION

Overport Secondary School - Matric with Exemption (2001)  
Subjects English | Afrikaans | Bio | Geog | Mathematics  
Accounting

## TERTIARY EDUCATION

Institution- CFAD-Center of Fine Animation And Design / 3 Year Diploma (NQ5)

### SUBJECTS

Digital Design,  
Animation,  
Drawing,  
Painting  
Communications and Business Skill

### DESIGN PROGRAMMES

Photoshop  
Dreamweaver  
Freehand  
Illustrator  
Indesign

Proficient in PC and Apple Mac Operating Systems

# DESIGN SKILLS

Graphic design  
Web design and development  
CMS Integration  
Email Marketing  
Print Media  
Social Media marketing and App development  
SEO / Google analytic

# WORK HISTORY

## **The Durban Chamber of Commerce and Industry**

Durban, South Africa

Job Title

Graphic Designer / Advertising Co-ordinator

Start date : 18 November 2011

Current

### **Primary duties and responsibilities**

#### **Website design and print media**

- Create websites and pages for events / Web administrator for the company's website.
- Design of all print media / annual reports, media kits, press releases and pull-up banners
- Conceptualise & design visual identities for all campaigns / Eg. Exporter of the Year, annual dinner, SMME Conferences etc.

#### **Email marketing**

- Run all Events via Mailing systems - to advertise chamber notices and events to database. Creation of bi-weekly Digest Pulse and Beat Newsletter.
- Database management

#### **Advertsing**

- Selling advertising - In the wewsletters, website and screen monitors.

#### **Social Media**

- Generate images and content for the social media page

#### **I.T and Procurement**

- Resolve general I.T issues around the office set up of equipment for events and new users
- Updates mailing lists and creating email accounts
- Ordering new equipment

# WORK HISTORY

## East Coast Radio

Durban, South Africa

Job Title

Receptionist / Junior Graphic Designer

Start date : March 2008

End Date : November 2011

### Primary duties and responsibilities

**Multimedia presentations** - Creation of multimedia presentations for reception, boardroom and Lcd screens in Suncoast on Keynote.

**Inhouse newspaper and email invites** - Design print and electronic in-house newspaper  
Email invites | answering inbound calls, sending of courier parcels.

## Netcare Umlanga Hospital

Durban, South Africa

Job Title

Receptionist

Start date : Oct 2006

End Date : March 2008

### Primary duties and Responsibilities

Answering enquiries, data capturing and checking of admissions forms.

# REFEREES

Name	Company	Position	Telephone
Ishaam Mohadeen or Rene	Umlanga Hospital	Financial Manager Reception Manager	031 566 5514
Trish Taylor Zanele Mapamulu Hazel Pillay	East Coast Radio	CEO Promotions Manager Sales Manager	031 570 94 95
Andrew Layman Sonny Naidoo	Durban Chamber of Commerce and Industry	CEO CFO	566 5631

## **Wheels On Wings**

I created the website Wheels on Wings to, educate and empower people living with disabilities and their families.

Our objective is to serve one and all in anyway we can, whether it be from simply providing important information and contact numbers to, assisting with wheelchair sponsorships, employment opportunities and also the different codes of sport that they could get involved in. It also serves to promote disability awareness amongst abled bodied people.

From the start of the website we have created training centre to coach kids with disabilities table in tennis, sponsored a number of wheelchairs, and reached out to people that were recently confined to wheelchairs.