



# MAI LE KHANH BAO



0912 904 785



Binh Tan, Ho Chi Minh City



baomailekhanh@gmail.com

## CERTIFICATION

- Certificated of ISO 14001:2015 Internal Audit
- Certificate of Occupational Health & Safety (Group 2)

## SKILLS

### Technical

- Data analysis
- Reporting
- MS Office

### Soft

- Communication
- Document management
- Planning
- Solve problem

## EDUCATION

2018 – 2023

**Ho Chi Minh City University of Technology**

Engineer of Natural Resources and Environmental Management

## WORK EXPERIENCE

**04 2024 – Present**

**HSE officer**

*Dai Dung Corporation*

### **1. Compliance and audit**

- Developed Hazard identification and risk assessment, supported cooperation with the relevant department to build JSA tables.
- Ensure compliance with policies and laws related to Environmental, Health, and Safety (EHS)
- Participated in ISO 14001 and ISO 45001 internal/external audits;
- Prepared monthly HSE performance reports and KPI reports for management review and compliance.
- Supported incident and near-miss investigations, ensuring accurate reporting, root cause analysis, and follow-up actions.

### **2. Environmental management**

- Prepared the Annual environmental program in coordination with corporate environment management approval;
- Planned and conducted regular environmental inspection and monitoring according to plan at the site;
- Ensured all treatment systems are regularly checked and calibrated;
- Conducted periodic workplace environmental monitoring (wastewater, dust, noise, chemicals) and ensured discharge factors meet legal standards.

### **3. Awareness training program**

- Organized propagation and training in occupational safety and hygiene.
- Organized annual emergency response drills (fire, first aid).