

# CURRICULUM VITAE

## PERSONAL DETAILS

1. Gender:	Ms.
2. Family name:	DUONG
3. Middle name:	HOANG ANH
4. First names:	THU
5. Date of birth:	1/11/1993
6. Nationality:	VIETNAMESE
7. Cell-phone:	093.272.7724
8. Email:	duonghoanganhthu@gmail.com
9. Address:	A9 Vinh Hoi apartment, Ward 2, District 4, Ho Chi Minh City, Vietnam.



## ACADEMIC QUALIFICATIONS

Date	Awarding Body	Qualifications Gained
2016	<b>Bachelor of Science</b> – Analytical Chemistry major – Ho Chi Minh City University of Food Industry, Vietnam.	Registration No. 7589/398112

## PROFESSIONAL EXPERIENCE

From - To	Experience
Aug 2021 - Current	<p>Office: <b>VIETNAM FOOD AND BEVERAGES SERVICE CO., LTD</b>  Address: 11<sup>st</sup> Floor, Sonatus Tower; 15 Le Thanh Ton Street, Ben Thanh Ward, District 1, Ho Chi Minh City, Vietnam.  Website: <a href="https://ippgroup.vn">https://ippgroup.vn</a>  Position: <b>Quality Assurance Supervisor.</b></p> <ul style="list-style-type: none"> <li>– Leads and/or participates in quality audits. Oversee the auditing operations at all stores.</li> <li>– Manages and directs staff responsible for auditing of food safety and global standards. Standardize practices and protocols for auditing execution.</li> <li>– Monitor performance and report to key stakeholders.</li> <li>– Oversee vendor compliance to quality and food safety standards.</li> <li>– Review and respond to quality inquiries from restaurants.</li> <li>– Partner with vendors, quality representatives and other company staff to discuss and resolve quality issues.</li> <li>– Partner with the Purchasing Manager to ensure excellent purchase specifications.</li> <li>– Oversee second and third-party supplier audit programs.</li> <li>– Gather data, analyze trends, and report findings and recommendations to leadership.</li> <li>– Manage the food safety program across all stores functions ensuring adherence to global standard compliant Food Safety Plans.</li> <li>– Review, modify, and update food safety plans to ensure regulatory compliance and appropriate mitigation of all reasonably foreseeable food safety risks in supply chain.</li> <li>– Oversee and ensure the execution of all aspects of supply chain food safety plans.</li> <li>– Ensure appropriate preventive measures and timely corrective actions as necessary to ensure food safety.</li> <li>– Ensure excellent training and development for all direct reports and Associates engaged in food safety responsibilities.</li> <li>– Maintain a team-oriented atmosphere with direct reports and other departments.</li> <li>– Remain current on industry best food safety practices and applicable regulation and provide appropriate guidance to leadership.</li> <li>– Maintain strong professional relationships with key stakeholders and other relevant groups, including: <ul style="list-style-type: none"> <li>♦ In-N-Out Operations, Production, Purchasing, Warehousing, Distribution, Stores, and other internal teams</li> <li>♦ Regulatory bodies with food safety oversight of supply chain facilities</li> <li>♦ Vendors</li> </ul> </li> </ul>

Nov 2018 - Jul 2021	<p>Office: <b>NSF VIET NAM CO., LTD</b>  Address: 220 Le Thanh Ton Street, Ben Thanh Ward, District 1, Ho Chi Minh City, Vietnam.  Website: <a href="http://www.nsf.org/about-nsf/locations/asia/vietnam">http://www.nsf.org/about-nsf/locations/asia/vietnam</a>  Position: <b>Inspector, Coordinator and Retail Auditor.</b>  Duties of <b>Inspector</b></p> <ul style="list-style-type: none"> <li>– Honey program: Sampling and loading monitoring.</li> <li>– BAP program: Sampling seafood.</li> </ul> <p>Duties of <b>Coordinator</b></p> <ul style="list-style-type: none"> <li>– Schedule and arrange the audit date for auditor and inspector.</li> <li>– Review and complete the report.</li> <li>– Support planning and coordination of a program and its activities.</li> <li>– Support growth and program development.</li> <li>– Help build positive relations within the team and external parties.</li> <li>– Ensure implementation of policies and practices.</li> <li>– Keep updated records weekly.</li> <li>– Track invoice/transactions.</li> <li>– Prepare paperwork and order material.</li> </ul> <p>Duties of <b>Retail Auditor</b></p> <ul style="list-style-type: none"> <li>– Conduct food safety audit for Popeyes, Burger King Brand.</li> <li>– Schedule and arrange the audit date.</li> </ul>
Mar 2017 - Aug 2018	<p>Office: <b>TÜV SÜD VIET NAM CO., LTD</b>  Address: 4<sup>th</sup> Floor, Bohemia Saigon Building; Lot III, Street 19/5A, Tan Binh Industrial Park, Tay Thanh Ward, Tan Phu District, Ho Chi Minh City, Vietnam.  Website: <a href="http://www.tuv-sud.vn">www.tuv-sud.vn</a>  Department: <b>Food laboratory</b>  Position: <b>Customer Executive Officer</b></p> <ul style="list-style-type: none"> <li>– Interface / Co-ordinate with sales, Lab department to provide the service package meet customer's requirement.</li> <li>– Manage and arrange the schedule for inspector / lab technician implementation.</li> <li>– Liaise with customers/ technician on sample submission; classify the samples and application form, confirm test parameters, prepare the necessary documents and pass to lab technician for testing.</li> <li>– Monitor and track the progress of the jobs by following up the lab technician/ inspector for test results.</li> <li>– Prepare test/ inspection reports to Lab Manager and Customers as well as perform other related administration work.</li> <li>– Interface with customer job status and handle enquiries.</li> <li>– Maintain and upkeep laboratory / inspector records and documentation.</li> <li>– Report all of activities weekly to Manager.</li> </ul>

#### LANGUAGE SKILLS (1=basic; 5=excellent)

Language	Reading	Speaking	Writing	Listening
<b>English</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

#### PARTICIPATED TRAINING COURSES

No.	Date	Title of Course / Seminar	Organising Body	Qualifications Gained
1	07-12/01/2019	Training Burger King standards	NSF Vietnam	Intended list
2	17-22/12/2018	Training Popeyes standards	NSF Vietnam	Intended list
3	14-16/03/2018	Quality management in the laboratory against ISO/IEC 17025:2017	TUV SUD Vietnam	Certificate
4	12-13/03/2020	HACCP Food Safety Management	Intertek Vietnam	13032020/T-VN-04
5	15-19/06/2020	FSSC 22000 V5 Food Safety Management Systems Auditor/Lead Auditor Training Course	BSI Training Academy	ENR-00819034

## SOFT SKILLS

- Virtue: laborious, being careful, meticulous, work well under high pressure with progressive spirit and good profound thinking.
- Good communication, Enthusiastic, sociable, teamwork and work well independently.
- Using proficiently MS Office (Word, Excel), Email (Outlook), Internet...
- Ability to analyze / solve the solutions.
- Manage, arrange the time for working properly.
- Intending to work in a competitive and challenging environment.

## REFERENCES

**Vo Thi Thien Nga:** Deputy Managing Director, VIETNAM FOOD AND BEVERAGES SERVICE CO., LTD.  
Cell-phone: 090 877 5323  
[Email: nga.vothithien@vfbs.vn](mailto:nga.vothithien@vfbs.vn)

**Nguyen Ngoc Son:** General Director, NSF VIET NAM CO., LTD.  
Cell-phone: 090 800 2132  
[Email: snguyen@nsf.org](mailto:snguyen@nsf.org)

**Somuraj, Sathish Kumar:** General Director, TUV SUD VIET NAM CO., LTD.  
Cell-phone: 093 266 4822  
[Email: S.Sathishkumar@tuv-sud.vn](mailto:S.Sathishkumar@tuv-sud.vn)

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