

CURRICULUM VITAE

Full Name: TRỊNH THỊ MỸ DIỄM.

Day of birth: January 19th, 1997.

Address: 41b Tan Thoi Nhat 1b street, Tan Thoi Nhat ward,
district 12, Ho Chi Minh City

Contact phone/ Zalo: (+84) 352281196

Email: mydiem1901@gmail.com



OBJECTIVE:

With more 6 years of intensive experience working as a HSE Leader I am passionate about contributing to a company's development

My expertise includes a strong understanding of Safety at Work Regulations/Policies, Vietnamese HSE Law/ ISO Standards, Fire Protection, Contractor management, 5S program. I am high responsibility, flexible and possess a deep knowledge of Safety practices. My aspiration to become a good HSE Manager to help businesses operate safely and effectively.

WORK HISTORY:

❖ From: March 2021 to present:

- Company: SGS Vietnam.
- Position: Senior HSE officer
- Report to: HSE manager
- Company size: > 600 employees

Duties and responsibilities:

1) Management system

- Provide risk assessment for all activities and identify high risk operations, organizing the risk assessment program and driving technical team to inject safety elements into SOP
- Build up the ISO 45001, ISO 14001 for SGS with HSE team to get certification. Implementation of strategic solutions to improved and maintained system in well
- Lead and coordinate to organize the safety programs/ campaigns: Safety month, Internal audit, external audit, safety programs from Global.
- Manage and implement HSE procedures, follow up plans, completed tasks to meet local laws, client requirements.
- Be a Leader of Fire brigade, Emergency response Team and managed team effectively.
- Enthusiastic support for team members and all divisions completed their tasks, KPI and other requirements. Able to share pressure with Manager.
- Strongly improve some projects: Subcontractor management, Traffic safety, Fire fighting, equipment management...

- Review the system period to comply with each specific audit and ensure completion of annual HSE compliance gaps. Lead self-assessment audit, risk assessment and analysis hazard, Near miss reports. Raise and implement corrective & preventive action plans.
- Perform observation at workshop and customer site to ensure technicians and employees comply to HSE procedure, regulation; Besides, create chance to identify and analysis any potential hazards.
- Build plan and organize HSE events, actions yearly and HSE programs.
- Build up the materials and carried out 5S program for company. Maintained audit monthly
- In charge fully the environment task: Managed contractors providing environmental monitoring and waste treatment services and related document, coordinate to update the license.

2) Prevention

- Conduct Root Cause Analysis of on-performance, propose corrective and preventive actions
- Communicate local safety alerts to country employees and manager
- Deploy effectively Safety campaigns, Safety month, mini projects to improve safety culture.
- Ensure with local management that PPEs are properly managed
- Coordinate emergency responses and Organize fully drill for fire prevention, chemical spill...

Career Achievement:

- Many tasks have been successfully carried out, such as the intensive HSE campaigns, hosting audit teams, and handling un-planned tasks (such as environment register documentation, contractor management, and the fire protection system renovation project)
- Be a trainer for branch/lab/site or provide the HSE training to management board, middle management/supervisors, Safetalk monthly about special HSE topics...
- All employees understood and reported fully Unsafe act- Unsafe condition.
- HSLPI (Health Safety leading performance indicator) increased 65%-79%
- Combined effectively and tightly with BU to maintain ISO, 14001, and 45001 and No NC report in 3 year operate OHS system to valid Certificate
- Good result in year-end Survey , no negative complaint from business units
- Successfully completed KPI yearly
- Health Safety Award 2023
- Inspiring Employee Award 2021

❖ From: June 2019 to March 2021

- Company: **Taekwang Vina (Binh Phuoc branch)- Nike's Partner**
- Position: HSE staff
- Report to: HSE manager

- Company size:> 1500 employees

Duties and responsibilities:

1) Health and Safety:

Establish annual HSE plan, in charged of :

- Worker protection: Manage safety machine, Ergonomics, general work environment, heat stress prevention, machine guarding, laser- radiation safety, PPE, internal traffic.
- Maintenance management: Manage Building structure safety, confined spaces, contractor safety, Electrical safety, fall protection, maintenance safety, strictly devices.
- Emergency action: Drill Fire fighting, food, water poisoning and first aid- medical services
- Fire safety management: Manages fire extinguisher, Fire alarm system, fire brigade...
- Health management: Manage Canteen, drinking water, occupational health management, sanitation
- HSE system management: Manage Injury & Illness, HSE committee
- Internal – Legal Training: Train for contractor, security, newcomers. Organize training as local laws.

Career Achievement:

- Combined effectively and tightly with main company to plan, set up successfully Health and Safety for new building followed by rule
- Maintained smoothly iso 45001:2028 system
- Passed many audits from 3th party to meet of client regulation, local law yearly
- Be a internal trainer of branch
- Zero incident in 200 days

❖ (2023-Now) Other job

Trainer - Trained for all groups according to 44/2016 Decree.

Some typical Companies to collaborate:



EDUCATION & CERTIFICATE:

1. Bachelor's Degree of Labor Safety- Ton Duc Thang University in Vietnam.
2. Trainer of Training on occupational safety and hygiene in Vietnam.
3. Lead Auditor ISO 45001:2018
4. Awareness and Internal audit for ISO 45001:2018, ISO 14001:2015
5. Basic Principles in Occupational Hygiene
6. Effective Safety Manager
7. Group 2- Occupational safety and hygiene

SKILLS:

- Language: Fluent speaking, writing, and understanding.
- Proficient in computer software (Windows and Microsoft Office)
- Be able to work under high pressure and adapt to various working environments.
- Good problem solving, negotiation and organizing, management skills
- Good communication and presentation skills