**ĐỖ QUỐC HƯNG**

Date of birth: 27/09/1994

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**EDUCATION:**

**2013 – 2017** : Labor Safety Engineer, Trade Union University.

**WORK EXPERIENCE:**

**May/2023 – Present : Dorco Vina**

Position: HSE Staff

1. Manager documents and Co-implement HSE activities related to fire fighting prevention (FFP), labor, chemicals, environment, and support about health.

2. Support organize safety-5S committee activities.

3. Manage patrols (Daily, weekly, monthly) and daily report (regarding Safety, Firefighting, Chemicals, Environment)

4. Organize labor safety training, chemical training, fire fighting training, and practice. Safety training for new employees, suppliers …

5. Manage firefighting equipment and ensure regular checks, Maintenance yearly for all firefighting systems (using suppliers in compliance with the law). Inspect and manage safety documentation for machines/equipment need strictly safety .

6. Create PPE purchase orders for all department of the company

7. Quarterly environmental monitoring (4 times/year) and working environment assessments (1 time/year)

8. Translate, update MSDS, issue sub-label for new chemicals.

9. Prepare some government reports related to HSE.

10. Investigate accidents, coordinate with relevant departments to implement countermeasures and report.

11. Oversee the emergency response team (fire, accidents, chemical incidents, etc.).

12. Support audit related to HSE

13. Keep updated on laws related to HSE (environment, labor safety, health, chemicals, fire, etc.).

14. Monitor and implement activities related to ISO 45001 and ISO 14001 systems, support internal audits, and assist with external audits.

15. Receive and report customer audit.

16. Complete checklists and prepare monthly and yearly reports for the corporation.

17. Propose and follow up on improvements related to HSE.

18. Support the HR-GA department.

**Dec/2021 – May/2023: Bando manufacturing Vietnam**

Position: HSE Staff

1. Safety training for new employees and contractors. Periodic safety training for employees within the company.

2. Review and monitor ISO 14001 compliance. Respond to and implement improvement requests from ISO audit and customer inspection teams.

3. Support safety patrol and make monthly Tatekanban improvements.

4. Coordinate with PE department and production departments to conduct risk assessment.

5. Check the pump system for fire fighting and fire extinguishers periodically.

6. Manage normal solid waste and hazardous waste in the factory. Oversee hazardous waste documentation.

7. Operate and inspect the wastewater treatment system.

8. Support the 6S committee in grade departments and implement 6S activities.

9. Manage other related HSE documents and complete tasks assigned by the HSE manager.

**May/2021 – Oct/2021 : Sông Đà 9 Company**

Position: HSE Staff

Tau Hu Canal renovation project. Provide daily reports, including information and images on occupational safety and health situations at the construction site, to the HSE director. Ensure safety measures are followed on-site. Complete other tasks assigned by the HSE director of the project.

**SKILLS :**

* Communication, listening, speaking, reading and writing in English.
* High ability to work independently, withstand work pressure.
* Have a good teamwork spirit, coordinate with team members to complete the work.
* Always be proactive at work, make specific plans for the assigned tasks and complete them on time.
* Proficient in word, excel, power point.