



NGUYEN THI MINH

Environmental and HSE Staff

- Sep 19, 1995
- Female
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OBJECTIVE

Take advantages of environmental experience and understand the laws to become a professional environmental staff to make Company comply right, complete and most accurate with current laws.

SKILLS

- Writing report skill
- Analyst and handle problems
- English skill
- Team work

INTERESTS

- Travel
- Shopping
- Listen the music



EDUCATION

HO CHI MINH UNIVERSITY OF SCIENCE

Major: Environmental Sciece

GPA: 7.56/10

OCT 2013 - OCT 2017



WORK EXPERIENCE

POXACO TECHNOLOGY TRADE SERVICE CO.,LTD

Environmental Consultant

AUG 2017 - MAY 2019

Main responsibilities:

- Make the environmental reports: EIA reports, discharge treated water reports, the completion of environmental protection works report and annual monitoring reports for some companies such as: steel plant, seaport and mixing food in Ba Ria Vung Tau province.
- Present and protect the project before the Ba Ria Vung Tau Department of Natural Resources and Environment.
- Making explanatory documents to submit to state agencies.

Recognition and Gains:

- Cap productivity due to implementing multiple projects at the same time.
- Introduced by old partners to many projects, increasing the number of contracts by more than 10% compared to the previous year.

KBEC VINA CO.,LTD

Environmental and HSE Staff

JUN 2019 - JAN 2020

Main responsibilities:

- Prepair some environmental documents such as: Completion of environmental protection works, periodical environmental monitoring reports.
- Make some respond letters and documents for environmental inspection team.
- Make some report about environmental incident response plan and measures to prevent chemical leakage.
- Make non-hazardous waste and hazardous waste management.
- Make some reports on fire prevention and fighting management.
- Make some reports about the occupational safety and health: labor accident situation report, assess occupational risks and respond to incidents...

Recognition and Gains:

- Get the experience to make report and explain to the General Department of Environment.
- Understand the environmental laws to prepare the reports for the Company.
- Can work overtime when assigned many jobs



CERTIFICATIONS

- Bachelor's degree from the Ho Chi Minh University of Science. 2017
- Basic information technology application certificate with Excellent score issued by Science University Computer Center.
- TOEIC Certificate with score 655 issued by ETS.
- Professional certificate and quality control issued by the UCI Institute on topics:
 - + Quality management system ISO 9001: 2015.
 - + ISO 14001: 2015 environmental management system.
 - + Occupational health and safety management system OHSAS 18001
 - + Food safety management system ISO 22000 & HACCP.
 - + Factory improvement according to 5S.
 - + Evaluation of ISO 19011 quality management system.

SALARY

- The expected salary for this position: 14.000.000 VND
- The current salary: 10.000.000 VND