

# MAI HUU TUYEN



*International Personal Assistant Service*

*[www.internationalassistant.eu](http://www.internationalassistant.eu)*

**cz** 420 602 276 400

**uk** 44 756 315 6293

**Languages:** English and Vietnamese

## **Education:**

**1997 – 1999** Master of Applied Science - *major in Bioprocess Technology*, School of Environmental Resource and Development, Asian Institute of Technology, Thailand

**Sept.-Dec.1997** English Language Course, English Language Center, Asian Institute of Technology, Thailand

**1989 – 1993** Bachelor of Science -*major in Biology*, Hanoi University, Vietnam.

## **Skills:**

Critical thinking ability

Very good presentation skill

Very good numerical and analytical skill

Very good interpersonal communication skill

Excellent customers relationship management skill

High computer skill (Office and internet applications)

## **Work experience:**

**Aug 2012** – Present Move to leaving in Prague and stay at home

Bureau Veritas Certification Vietnam - Hanoi Operation Manager, Hanoi branch manager.

Lead auditor on ISO 9001 and ISO 14001 HACCP and ISO 22000, OHSAS 18001, ISO 50001, MSC, BRC IoP for Bureau Veritas Certification Vietnam.

Lead tutor on ISO 9001 and ISO 14001.

Tutor on ISO 9001, ISO 14001, OHSAS 18001, HACCP, ISO 2200, KPI, BSC.

- June 2006 – Aug.2012 Managing the day to day operations of all activities in Bureau Veritas branch;
- Making strategic business development plan and resource at branch level and ensuring & controlling the good implementation of all processes;
- Being responsible for the achievement of the branch targets
- Motivating and leading the all department to achieve the target, monitoring and analyzing the performance of the branch;
- Being responsibility to enhance company image and improve brand reputation;
- Being responsible for developing new products in commercial side and assigning team members with adequate right and responsibilities;
- Managing the relationship with clients and public sectors;
- Conducting audit on quality, environment, health-safety, food safety management system;

- Conducting training course on quality and environmental lead auditor at international level;

Assisting the Bureau Veritas Chief Executive in other tasks as required;

**Jan 2006 – June 2006** Lead auditor and lead tutor on ISO 9001 and ISO 14001 for Bureau Veritas Certification Vietnam.

- Conducting audit on quality, environment, health-safety, food safety management system;

Conducting training course on quality and environmental lead auditor at international level;

**June 2005 – Jan 2006** Director, Productivity, Environmental and Community Development Office, Vietnam Productivity Center, Directorate for Standards and Quality, Ministry of Science and Technology, Hanoi, Vietnam.

- Managing the day to day operations of all activities in office;
- Making strategic business development plan and resource and ensuring & controlling the good implementation of all processes;
- Motivating and leading the office to achieve the target and strategic, monitoring, analyzing and evaluation the performance of the office;
- Managing the relationship with clients and government departments;
- Conducting quality and productivity projects at national and international: The project support to enterprise to enhancing quality of product and more efficient in production;
- Conducting environment and community projects: The project help to enterprise, community (district commune, village) to environment protection as waste water and solid waste treatment, implement 3R (recycle – reuse – reduce) and enhancing living standard at community level and supply water project, reduce pesticide in agriculture;
- Consulting on quality, environment and food safety management system;

Assisting the general director in other tasks as required;

**March 2003 – June 2005** Deputy director, Office for Environment and Community Development, Vietnam Productivity Center, Ministry of Science and Technology, Hanoi, Vietnam.

**March 1999 – March 2003** Officer, Office for Environment and Community Development, Vietnam Productivity Center, Ministry of Science, Technology, and Environment, Hanoi, Vietnam.

**Sept. 1993 – Aug.1997** Research officer, Biotechnology department, Vietnam Russian Tropical Center

- Conducting research in laboratory and on field relater to biology and environment;
- In charge to operate the laboratory;

Assisting the head of department in other tasks as required;