EXPERIENCE DESCRIPTION

SHORT RESUME

Full name: Dinh Minh Hoang
Gender: Male
Date of birth: 5th may, 1984
Marital status: Single **Religious**: Catholic
Nationality: Viet Nam **People**: Kinh
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Address: Room 207, Khuc Hao 02 Apartment, Van Don Street, Son Tra District, Da Nang city
Hometown: 339 national street 15, Binh Da ward, Bien Hoa city, Dong Nai province
Family profiles:
Family profile:

Name	Birth year	Relationship	Address
Dinh Van Cao	1960	Father	Bien Hoa City, Dong Nai province
Dong Thi Hoa	1960	Mother	Bien Hoa City, Dong Nai province
Dinh Dong Khanh	1980	Brother	Bien Hoa City, Dong Nai province
Dinh Sy Nguyen	1986	Brother	Bien Hoa City, Dong Nai province
Dinh Trung Tin	1989	Brother	Bien Hoa City, Dong Nai province
Dinh Thi Kim Yen	1994	Sister	Bien Hoa City, Dong Nai province

Education background and Abilities

Education background: Engineer in printing and media industry
Other training backgrounds:

- Foreign language: Toeic 800 marks, National certify at C level
- Computer-aided graphic design technician
- Office computer certificate

On job training experience:

- Computer skills: proficiency in office software: word, power point, excel, internet, mail
- Internal Auditor certify by Buruau Veritas's issue as per ISO 9001-2002
- Overall and specified training in expert knowledge in GMP, GLP, GSP By GSK, STADA AG
- Working skills as per: Team work, communication and behavior with colleagues and customers, suppliers. Deal with difficult circumstances in work and relation with customers, suppliers

Personalities and Habbits

Personalities:

- Fun, friendly, open-minded, generous
- Determination, enthusiatic, hard working, positive, self-control and confident
- Cooperative, supportive and helpful, consistent. Willing listen and understand and know how to deal with struggles in work and communication
- Understand and carry out duties scientifically

Habits:

- Watching Movie, TV, reading books, and travelling in free time
- Playing badminton and walking on beach
- Listening to music, cooking and singing

Experiences

- **10/2006-05/2007**: Fuji Xerox Representative Office (Office printer and photocopier Manufacture and Sale Company) as staff member of technical support group

  Main duties:

  - Support authorized agencies in technical field
  - Join training courses for new products and cascading the new information for agencies through update-training courses
  - Hold training courses to enhancing technical skills of agencies' technicians
  - Compose technical launching documents for new products

- **07/2007- 9/2010**: STADA-Vietnam joint-venture company, Ltd. (Pharmaceutical company)

  Main duties

  07-11/2007: staff member of quality assurance (QA) with translating responsibility, detail:

    - Translate all technical documents of machine: validation documents (installation qualification, operation qualification), technical documents (operation manual), standard operating procedures
    - Translate in period time of machine validation between operators, engineers and foreign service experts from suppliers from different countries (Germany, India, China, Sweden, Korea)
    - Compose validation document and in charge of change parts, equipments validation as QA member in validation team (production, QA, engineer and supplier)

  11/2007-9/2010: Assistant to Deputy Director- technical (DDT) (Indian expert) and QA engineer concurrently, with main duties:

  - Continue with all above duties
  - Follow all instructions of DDT in the last period of time of project (from July- Dec, 2007, STADA completed all construction project of new factory and GMP audit as per EU-GMP), including:
    - Carry out, build up and implement the quality system for warehouse: raw material, packing material, finished goods stores as per GSP standard
    - Carry out, build up and implement the quality system for engineering department: validation documents, checklist, monitoring documents, deviation reports, maintenant documents, revalidation, qualification documents as per GEP standard
    - Carry out, build up and implement the quality system for Quality control department
    - Making internal Audit and report to DDT all GMP implementation procedure of manufacturing areas as per GMP standard
    - Coordinating for all concerned departments and DDT
  - After finished above projects, continue with new duties:
    - Main person in carrying out new projects as per DDT's instructions, such as: Project of Computerised validation for all system and instruments of factory; Project of ERP system applied to warehouse management
    - Communicating and coordinating with partners and suppliers in concerned fields
    - Arranging business trips for DDT and coordinate with concerned departments
    - Interpreting all meetings between DDT and employees
    - Monitoring, reporting the progress of jobs in manufacturing, engineering, quality department
    - As a main member of internal audit group

- Welcoming and presenting about company to partners, guests (local and foreigners)
- Main member of GMP group in working with inspection groups
- Main interpreter of all audits from oversea organizations

Achievements:

- Best performance in two years: 2007-2008, 2008-2009
- Successes in Audit cases from: GMP-EU, GMP-Taiwan (PIC/S), GSK Audit

- **9/2010 till 10/2011**: as Vietnam liaison officer for Tangent Technologies Ltd, company Head office in India
  - Specialize in consulting for pharmaceutical company in building up and maintaining the current GMP system
  - Consultant and development for automation solutions, SCADA, PLC, monitoring and controls systems and softwares for all enterprises and factories in all industrial fields
  - Support STADA-VN for WHO international GMP audit from July to end of August, 2011

Achievements:

- Successes in Audit case from: WHO international GMP

- **10/2011 till 02/2012**: as GMP consultant of Pymepharco, Pharmaceutical company in Phu Yen province for EU-GMP project.
  - Review and rearrange GEP (good engineering practices) system of engineering department: Utilities (HVAC, Purified water, water for injection, boiler, compressed air, nitrogen system); manufacturing equipment for both validation, revalidation, qualification and maintenance. Review and upgrade all SOPs system as per EU-GMP. Monitoring and ensuring the compliance of all staff members of engineering departments
  - Review and rearrange GMP system of production department: all SOPs system reviewed and upgraded as per EU-GMP; Set up procedure for performing process validation, cleaning validation, report for process validation; Training PICs; Review equipment validation and cleaning activities. Check all storage condition of beginning materials and intermediate material, finished goods.
  - Review and rearrange GLP system of quality control department: all SOPs system reviewed and upgraded as per EU-GMP; Review and ensure all analysis and analysts for implementation of SOPs. Checking all sampling testing, storing and handling as per SOPs. All validation, qualification, training activities are reviewed and fixed up. All micro-lab activities are reviewed: environmental monitoring, PW monitoring as per EU-GMP
  - Review and rearrange GSP system of warehouse department: all SOPs system reviewed and upgraded as per EU-GMP; Perform temperature and relative humidity mapping for all storages; Set up the alarm systems of warehouse for temperature and humidity conditions. Check all storage conditions of all beginning materials, Finish products; dispensing activities as per EU regulars
  - Set up and enhance the abilities of QA department: upgrade training procedures and systems for all departments; Make Risk assessments and CAPAs accordingly; Arrange and perform all annual monitoring and validation for utilities systems and environmental and manufacturing processes. Ensure the calibration activities to be complied in all departments of GMP systems
  - Set up pest control program, laudry area checking, health check, personal hygiene check as per EU-GMP
  - Perform internal audit and reports with CAPAs.
  - Perform upgrade training, on job training for all departments about the concerned activities
  - Take care 2 pre audits from STADA-AG

- Take care official audit from Drug authorities of German
- Perform CAPAs report of all audits and monitoring the compliance activities

Achievements:

- Successes in Audit case from: EU-GMP

Preference Contacts

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Income and expectation

Expectation: income suitable with job duties