

## TRAINER PROFILE

## KIEU VAN TON

### PERSONAL DETAILS



Gender: Male

Year of birth: 1953

Nationality: Vietnamese

Languages Capabilities:

- Vietnamese: Mother Language
- English: Listening, Speaking & Writing: Good

### ACADEMIC RECORD

2004 - 2006	Preston University (USA): Master of Business Administration (MBA) (13/6/2006)
1999 - 2003	Hanoi foreign language University: BA of English (06/6/2003)
1969 - 1973	PhuTho Polytechnique College: Diploma of Mechanical Engineering (28/5/1973)
1965 - 1969	Nhatrang Technical High School: Mechanics, machines and devices (1969)

### Summary of Professional Work Experience

#### A. Work experience in consultancy (from 2007)

ISO 9001:2000	VIET DUC COMPANY (Producing Optical wire and Electric Spare parts) 6 months	K 04 Long Hau Street, Hiep Phuoc Process Zone, Long An Province
ISO 9001:2008	NHUNG HANH COMPANY (Bottled Drinking Water) 6 months	104/4 Binh Duong Street, An Binh Ward, Di An District, Binh Duong Province
ISO 9001:2008	SOB VN (Producing Gas & Oil Equipment)	Binh Duong Province
OSHAS 18000 and ISO14000	Dam Phu My	Vung Tau Province
ISO 9001:2008 ISO 14000 OSHAS 18000	Atlas Cop	Binh Duong Province

ISO 9001:2008 ISO 14000 OSHAS 18000	Dinh Vu Industrial Zone	Hai Phong Province
ISO 9001:2008 ISO 14000 OSHAS 18000	PMS CÔNG TY TNHH DỊCH VỤ HÀNG HẢI THÁI BÌNH DƯƠNG	Vũng Tàu Province

**B. Work experience in training (from 2007):**

Labor Safety	FULL POWER, Mechanic & Electric Company, DAI DUNG Company	Binh Duong Proviince Long An Province
ISO Awareness & Internal Audit	VINA OFFSHORE	Vung tau City
7 QC tools for analysis	CÔNG TY TNHH SAMRYONG VINA, M-TEK, ĐẠI DŨNG COMPANY	Binh Duong Province Lê Minh Xuân IndustryZone
7 QC tools Lean Sigma	Apave, Lecturer	111, Nguyen Dinh Chieu Street, Ward 6, District 3 HCMC
SPC ISO 9001:2015 ISO 14000: 2015 OSHAS 18000, Lean Six Sigma	VIEN CHAT LUONG QUAN LY (MQI), IRCT Center, SGS, Lecturer	Ho Chi Minh City
TS 16949 Five Core Tools Lean Sigma Yellow and Green Belt	FUJIKURA, HYOSUNG	Bien Hoa
Production Manager	CX TECHNOLOGY	Ho Chi Minh City
Lean Sigma Yellow, Green and Black Belt	IRCT, VIEN CHAT LUONG QUAN LY (MQI)	Ho Chi Minh City

**Work experience in audit & training (from 2007):**

Now I am working for DNV Vietnam as Subcontractor Lead Auditor of ISO 9001, OHSAS 18000 and ISO 14000 (over 400 Audit mandates) in both manufacturing and service sectors. And I am lecturer for Hoa Sen University.

2007 - now	DNV	ISO 9000 Lead Auditor	Ho chi Minh City
	Hoa Sen University	Lecturer for topics: <ul style="list-style-type: none"> <li>• TQM Total Quality Management</li> <li>• Human Resource Management</li> <li>• Strategic Management</li> </ul>	Ho chi Minh City

### Work experience in manufacturing (from 1973 - 2006):

1973 - 1980	Saigon Auto repair & services	Technical Manager	Saigon
1980 - 1993	Ngoc Tu Aluminium appliances	Managing Director	Ho chi Minh City
1993 - 2006	Quoc Nam Manufacturing Motorcycle Spare parts	Managing Director	Ho chi Minh City
2006	Weather Safe Windows Construction	Chief Operating Officer (COO) Quality Management Representative (QMR)	Ho chi Minh City
2007	Clever Mind Corp	HR Manager	Ho chi Minh City
	Innovative Marketing Corp	HR Advisor	Ho chi Minh City
2007 - now	DNV	Lead Auditor	Ho chi Minh City
	Hoa Sen University	Lecturer	Ho chi Minh City

### Work experience in business development (from 1980):

From 1980 to 2006 I run own my two businesses: Ngoc Tu Aluminium appliances and Quoc Nam Manufacturing Motorcycle Spare parts.

Now I am advisor for my son who is running Quoc Nam Manufacturing Motorcycle Spare parts.

### Professional qualification

### Training history

May, 2007	SGS Lead Auditor ISO 9001:2000	QMS Audit method
September, 2009	DNV Lead Auditor OHSAS 18000	OHSAS Audit method
March, 2011	DNV Lead Auditor ISO 14000	ISO 14000 Audit method

May, 2011	Train the trainer	Training method
July, 2012	TAPA Lead Auditor	TAPA Audit method
Dec, 2012	DNV Lead Auditor ISO 50001	ISO 50001 Audit method
Dec, 2013	Green Belt Lean Six Sigma	Statistic Control Process Method
May, 2014	Black Belt Lean Six Sigma	Statistic Control Process Method

## Previous Employment

### Saigon Auto Repair & Services

**1973 - 1980**

Period From 1973 to July 1980

Title Technical Manager

Function Manufacturing Auto Spare Parts and Auto Repair

Responsibilities

- Supervising, directing and following up auto spare part production line and repairing autos; and supporting professional skills to staffs.
- Researching, designing and producing new special machineries economically and effectively meeting demands of scarce Auto spare parts market after 1975 revolution.

### Ngoc Tu Aluminium appliances

**1980 - 1993**

Period From 1980 to July 1993

Title Managing Director

Function Manufacturing Aluminium appliances

- Research Market of household aluminium appliances in Vietnam, find out demands of the market and produce Aluminium products to meet these demands.
- Developing market and entering this market.
- Recruiting, training and motivating staffs to become productive employees.
- Supervising, directing and following up the production line applied Lean Sigma method and support professional skills to staffs.
- Assigning duties to functional managers.
- Allocating resource properly based on the demand of the market.
- Supporting the marketing and Sales Group in developing business.
- Making good relationship with dealers nationwide.
- Designing and producing machines which producing products economically and effectively to meet demands of the market.

### Quoc Nam Manufacturing Motorcycle Spare parts

**1993 - 2006**

Period From 1973 to July 1980

Title Managing Director

Function	<p>Manufacturing Auto Spare Parts and Auto Repair</p> <ul style="list-style-type: none"> <li>• Research Market of Motorcycle Spare parts in Vietnam, find out demands of the market and produce products to meet these demands.</li> <li>• Developing market and entering this market.</li> <li>• Recruiting, training and motivating staffs to become productive employees.</li> <li>• Supervising, directing and following up the production line applied Lean Sigma method and support professional skills to staffs.</li> <li>• Assigning duties to functional managers.</li> <li>• Allocating resource properly based on the demand of the market.</li> <li>• Supporting the marketing and Sales Group in developing business.</li> <li>• Making good relationship with dealers nationwide.</li> <li>• Designing and producing machines which producing products economically and effectively to meet demands of the market.</li> </ul>
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### **Weather Safe Window**

**2006**

Period	<p>From Jan 2006 - December 2006</p> <p>Title: COO ( Chief Operation Officer)</p>
Function	Glass and Aluminium ( Construction)
Responsibilities	<p>Be in charge of production processes:</p> <ul style="list-style-type: none"> <li>• Research Market of household aluminium appliances in Vietnam, find out demands of the market and produce Aluminium products these demands.</li> <li>• Developing market and entering this market.</li> <li>• Recruiting, training and motivating staffs to become productive employees.</li> <li>• Supervising, directing and following up the production line and support professional skills to staffs.</li> <li>• Assigning duties to functional managers.</li> <li>• Allocating resource properly based on the demand of the market.</li> <li>• Supporting the marketing and Sales Group in developing business.</li> <li>• Making good relationship with dealers nationwide.</li> <li>• Designing and producing machines which producing products economically and effectively to meet demands of the market.</li> </ul>

### **Clever Mind Corporation**

**2007**

Period	<p>From Jan 2007 – August 2007</p> <p>Title HR Director</p>
Function	Marketing
Responsibilities	<p>Be in charge of Human Resource.</p> <ul style="list-style-type: none"> <li>• Recruiting, training and motivating staffs to become productive employees.</li> <li>• Supervising, directing and following up the production line and support professional skills to staffs.</li> <li>• Allocating resource properly based on the demand of the market.</li> <li>• Job analysis , Job description, Job specification</li> <li>• Employment Appraisal, Payment set up.</li> <li>• Company culture establishing</li> <li>• Human resource policy</li> </ul>

Period	From August 2007 – December 2007
Title	HR Advisor
Function	Marketing
Responsibilities	Be in charge of Human Resource function.

