**TEJ BAHADUR GURUNG**

**HSE MANAGER, QUALITY ASSURANCE AUDITOR, HSE COORDINATOR SENIOR, HSE ADMINISTRATOR SENIOR, NEPALI transcribers, freelancer, translator**

pokhara | nePal

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LinkedIn Profile- <https://www.linkedin.com/in/tej-gurung-94728048/>

**PROFILE**

* Dedicated Safety / Administration Professional with over 10+ years of experience as HSE Manager, Health Safety Environment Coordinator Senior / Health Safety Environment Administrator Senior.
* An accomplished Quality Management Professional with incredible experience in diverse areas encompassing Services/O&M/Logistics inspection/Audits, Training & Development, Quality Planning, Supplier Quality Assurance, Reporting & Documentation and Continuous Improvement spearheaded as QA/QC Auditor with DynCorp International, LLC, Afghanistan and Vectrus
* Professional transcriber for transcribing of Nepali audio to text as per the client requirements and guidelines.
* Excellent time management skills with demonstrated ability to prioritize and handle multiple projects in face-paced environments. Customer service focus. Detail-oriented with success implementing solutions to create optimal efficiency. Work well independently and as a team member. Proficient in all the standard office desktop software.

**Professional Awards**

* ***Awarded with Certificate of Appreciation from:***
	+ Mr. Aaron Vickers, Director of HSE, DynCorp International, Afghanistan
	+ Mr. Stephen LeMelle, HSE Manager, DynCorp International, Kandahar, Afghanistan.
	+ Mr. Stevan Raye, Environmental Manager, DynCorp International, Kandahar, Afghanistan
* ***Honoured with Two Spot Award Certificates from DynCorp International, Afghanistan***

**Professional Experience**

**vectrus International LogCap V, iraq may 2021 – Feb 2022**

**Defense & Space, USA Leading Global Services Provider**

**QA/QC Auditor**

* Conducted department audits and inspections to determine whether the products and services delivered to the customer conform to its documented Systems, Plans, Processes, and Practices. Inspection of services and processes to monitor and measure their conformance to the contractual and PWS requirements.
* Initiated, tracked and managed nonconformities (issuing iCAR) and related corrective actions, assisting internal and customer corrective action reporting. Conducted follow up inspections on corrective actions and/or preventive measures and verify completion and compliance to the contractual requirements and/or project specifications.
* Assisted the department in documentation of procedures and reviewing them for compliance to requirements.
* Assisted the department for the Root cause analysis of nonconformities identified to prevent the reoccurrence of issue by taking the necessary preventive corrective actions.
* Inspected processes, equipment, and facilities to identify potential risks; develop and implement mitigating measures (Issuing iCAR). Reviews subcontract Statements of Work as necessary.
* Provided report for non-compliance on all aspects of quality assurance and bring it to the notice of the key persons responsible for such functions in the organization.
* Conducted the inspection and audit for O&M, Logistic and Services departments as per audit schedules and management directions.

**relyant global, Afghanistan feb 2021 – MAY 2021**

**Support & Sustain Operations, Government Relations**

**hse manager**

* Managed and run the organization safety program for the Airfield Ramp repair and construction project at Bagram Air Base for preventing injury and incident at the workplace.
* Prepared and implemented the AHA/JSA for the equipment’s using on Earthwork, Demolition, Separation Layer, Drainage Layer, PCC, Drainage System and Airfield Lighting Relocation activities for the Airfield Ramp repair and construction project.
* Conducted safety meetings, audits, and inspections to ensure compliance, evaluate performance, identify corrective action and implementing follow up assessments.
* Leaded the team of safety personnel for managing the organization safety program, providing the necessary instructions and guidelines for preventing injury and incident at the workplace.
* Supported the top management in the HSE Policy and guidelines issue.
* Conducted new hire safety orientation to the new employees by providing the information about the base and company safety policy.
* Monitored all HSE procedures and recommending strategies to avoid all injury and incident at the workplace.
* Conducted the safety training to the supervisors and employees on safe work practices to prevent any injury and incident at the workplace.
* Conducted workplace safe work observation regularly to ensure compliance with OSHA and company safety policy. Conducting departments and workplace inspections on a pre-determined basis to ensure the on-going adherence to all applicable standards and regulations.
* Assisted various department leads to ensure HSE compliance and implementation of OSHA regulation and company safety policy. Observing HSE regulations, wears all required safety equipment, encourages safe working practices, corrects obvious hazards immediately.
* Investigated job-site accidents with job-site supervision, formulation and implementation of corrective measures and conduction of Post Action Review Board (PARB) meeting.
* Monitored Crane, Forklift, Compactor, RTCH, Excavator with bucket/hammer head, Backhoe, Front End Loader, Dump Truck, Water Truck, Grader, Bobcat etc. for safe work practice to prevent injury, property and equipment damage.
* Monitored Confined Safe Work practice to apply control measures to prevent injury to the employees.
* Prepared Monthly Safety Toolbox topics and conducted Daily Safety Toolbox topics to the employees.
* Tracked and updated the Injury, OSHA Recordable, Motor Vehicle Incident (MVI) and Property Damage Incident reports in the HSE Master Incident Database.

**Lionbridge July 2020 – NOV 2020**

**[Lionbridge Translation & Localization for Global Enterprises](https://www.lionbridge.com/)**

**NEPALI transcribers**

* Provided accurate and timely transcripts of digital audio recording in LOFT system such as cast and crew interviews, conversations, shoot footage in colloquy format and liaising with clients to make sure they're happy with the final document.
* Timestamped transcripts to assist in post-production.
* Reviewed drafts for any spelling, grammar, or formatting errors as well as other inconsistencies before final submittal to the client.
* Adhered to all confidential guidelines of the client while transcribing the audio to text.

**DynCorp International LogCap IV, Afghanistan June 2017 – Jul 2019**

**Defense & Space, USA Leading Global Services Provider**

**QA/QC Auditor**

* Conducted department audits and inspections to determine whether the products and services delivered to the customer conform to its documented Systems, Plans, Processes, and Practices. Inspection of services and processes to monitor and measure their conformance to the contractual and PWS requirements.
* Initiated, tracked, and managed nonconformities (issuing iCAR) and related corrective actions, assisting internal and customer corrective action reporting. Conducted follow up inspections on corrective actions and/or preventive measures and verify completion and compliance to the contractual requirements and/or project specifications.
* Assisted the department in documentation of procedures and reviewing them for compliance to requirements.
* Assisted the department for the Root cause analysis of nonconformities identified to prevent the reoccurrence of issue by taking the necessary preventive corrective actions.
* Inspected processes, equipment, and facilities to identify potential risks; develop and implement mitigating measures (Issuing iCAR). Reviews subcontract Statements of Work as necessary.
* Processed the Document Change Request Form for adding new SOP, modifying to a currently released SOP and archiving the document no longer relevant.
* Provided report for non-compliance on all aspects of quality assurance and bring it to the notice of the key persons responsible for such functions in the organization.
* Assisted the department for the development of Requirement Checklist (RCL).
* Prepared CAR Summary reports, Daily Sitrep, Weekly Slides, Weekly Survey reports, Weekly KPI Data slides, Monthly PMR, BRA, CDRL A0021, Monthly Survey reports, CDRL A0086 and CDRL A0023 reports.
* Conducted inspection and audit for O&M, Logistic and Services departments to include Oxygen Generation, MEDLOG, Power Generation, Laundry, Custodial Service, HVAC, Plumbing, Sign Shop, Wash Rack, SOR Desk, Carpentry & Tent Repair, Road & Ground, Allied Trade, MSOW, MHE, CRSP, DFAC, Sort-Resort, Solid Waste, Chemical Latrine, Hazmat, Vector Control, Property, Class I, Regulated Medical Waste, Fire, TMP, Ammunition Supply Point, ROWPU, MWR, Billeting etc.

**DynCorp International LogCap IV, Afghanistan Apr 2015 – June 2017**

**Defense & Space, USA Leading Global Services Provider**

**Health Safety Environment Coordinator Senior**

* Conducted departments and workplace safe work observation regularly to ensure compliance with OSHA and company safety policy. Conducted departments and workplace inspections on a pre-determined basis to ensure the on-going adherence to all applicable standards and regulations.
* Assisted various department lead to ensure HSE compliance and implementation of OSHA regulation and company safety policy. Observed HSE regulations, wears all required safety equipment, encourages safe working practices, corrects obvious hazards immediately or reports them to the proper personnel.
* Ensured HSE training is provided to all relevant personnel in line with regulatory requirements, as set out in the project specific HSE documentation. Monitored onsite hazards and conditions to apply control measures to prevent injury/illness, property and equipment damages.
* Investigated job-site accidents with job-site supervision, formulation and implementation of corrective measures and conduction of Post Action Review Board (PARB) meeting.
* Monitored Crane, Forklift, Excavator, Compactor, RTCH, Excavator Digger, Backhoe, Front Loader, Road Roller, Grader, Bobcat etc. for safe work practice to prevent injury, property and equipment damage.
* Monitored Confined Safe Work practice to apply control measures to prevent injury to the employees.
* Prepared Monthly Safety Toolbox topics and conducted Daily Safety Toolbox topics to the departments.
* Tracked and Updated the Injury, OSHA Recordable, Motor Vehicle Incident (MVI) and Property Damage Incident reports in the HSE Master Incident Database.
* Provided metric data to the PMO after the analysis of Theater data for the First Aid Case, OSHA recordable incident, Property Damage incident and Motor Vehicle Incident (MVI).
* Analyzed the root causes of AT Fault MVI (Motor Vehicle Incident), OSHA Recordable and Property Damage incidents. Maintained required safety and health documents/files.
* Approved/Evaluated the Trainer Evaluation form and issued the DI License to the Operator for operating the different kind of equipment’s when request received from DCP. Added/Removed the equipment from the DI Operator license as per the request received from DCP.
* Reported the New Operator license documents to the PMO Training Coordinator for the record keeping. Verification of DCP and evaluate personnel on all of the types (i.e., forklift, RTCH, backhoe, dozer, etc.) of equipment depicted on the DCP’s license. Verifying the Safety training certificate, Validity of certificate, endorsement tests requirements etc. for adding the equipment and issuing the license to the Operator.

**DynCorp International LogCap IV, Afghanistan Oct 2009 – Apr 2015**

**Defense & Space, USA Leading Global Services Provider**

**Health Safety Environment Coordinator / Health Safety Environment ADMINISTRATOR Senior**

* Provided daily administrative/clerical support to the HSE Director, Vector Control Manager, Environmental Manager, HSE Managers and Regional Safety Managers. Scheduled meeting, appointment and booked the conference room. Managed 40+ sites for providing the administrative supports to the Country HSE Manager and Regional Safety Managers by coordinating with the HSE Administrators.
* Maintained the calendar with records of scheduled meeting, reminded the Director, Managers for the meeting. Updated the calendar whenever there was a change in meeting schedules. Responding and coordinating all the internal meeting request.
* Attended the meeting in the absence of Director, Manager for taking the meeting minutes and communicated to the relevant personnel. Maintained the visitor log and directed them to the relevant department and personnel.
* Ordered office supplies and materials needed for the department and maintained the inventory to prevent the shortage of office supplies and materials by setting the reorder level.
* Arranged the accommodation and transportation to new hire personnel, processed necessary documents for Badge/ID/CAC/Meal cards or any other item they need to have after the arrival in the theater.
* Managed the travel arrangement, accommodation for HSE Director, Vector Control Manager, Environmental Manager, HSE Managers, Regional Safety Managers and department personnel.
* Handled the customer inquiry about the product and service provided by department on behalf of the organization. Receiving the customer call and addressing to their inquiry, forwarding the call to the relevant department and personnel as per the customer inquiry. Dispatched and received all mail & courier.
* Managed a team of HSE Administrators to achieve operational objectives. Provided guidance and support to the administration staff for performing their duties effectively.
* Assisted the Country HSE Manager for hiring the administration staffs for the department. Assigned duties and responsibilities to the HSE Administrators for managing the regional sites assigned to them and provided necessary training to the administrative tasks relevant to their duties.
* Reviewed the daily administrative report send by administration staffs, compiled and reported to the HSE Director, Vector Control Manager, Environmental Manager, HSE Managers and Regional Safety Managers.
* Provided support to resolve any problems faced by the administration staff.
* Evaluated the administrative staff performance and provided feedback for improvement by identifying areas of weakness.
* Handled for the movement of the HSE personnel to different sites to include arranging the Movement of Cargo to the sites. Prepared organization chart for the departments.
* Maintained HSE electronic and hard copy files by systematically filing in the SharePoint. Processed, managed travel arrangement and tracked the HSE personnel leave request by maintaining the database.
* Monitored the receipt and conducted the inventory of the materials issued to the personnel and department from the Property/Material department.
* Maintained all the equipment’s in good condition used in the office by putting the service order and contacting the service personnel for the maintenance of equipment.
* Conducted departments and workplace safe work observation regularly to ensure compliance with OSHA and company safety policy. Conducted departments and workplace inspections on a pre-determined basis to ensure the on-going adherence to all applicable standards and regulations.
* Assisted various department lead to ensure HSE compliance and implementation of OSHA regulation and company safety policy. Observed HSE regulations, wears all required safety equipment, encourages safe working practices, corrects obvious hazards immediately or reports them to the proper personnel.
* Ensured HSE training is provided to all relevant personnel in line with regulatory requirements, as set out in the project specific HSE documentation. Monitored onsite hazards and conditions to apply control measures to prevent injury/illness, property and equipment damages.
* Investigated job-site accidents with job-site supervision, formulation and implementation of corrective measures and conduction of Post Action Review Board (PARB) meeting.
* Monitored Crane, Forklift, Excavator, Compactor, RTCH, Excavator Digger, Backhoe, Front Loader, Road Roller, Grader, Bobcat etc. for safe work practice to prevent injury, property and equipment damage.
* Monitored Confined Safe Work practice to apply control measures to prevent injury to the employees.
* Prepared Monthly Safety Toolbox topics and conducted Daily Safety Toolbox topics to the departments.
* Tracked and Updated the Injury, OSHA Recordable, Motor Vehicle Incident (MVI) and Property Damage Incident reports in the HSE Master Incident Database. Prepared the Daily HSE Sitrep report, slides for the HSE presentation.
* Provided metric data to the PMO after the analysis of Theater data for the First Aid Case, OSHA recordable incident, Property Damage incident and Motor Vehicle Incident (MVI).
* Prepared MVIR Weekly report, TCIR Pacing Chart and reported to the HSE Country Manager/PMO weekly.
* Analyzed the root causes of AT Fault MVI (Motor Vehicle Incident), OSHA Recordable and Property Damage incidents.
* Tracked the PARB Corrective Action information to include collecting ECODs of Property Damage and Motor Vehicle incident for updating in the HSE Master Incident Tracker for closing the incident.
* Prepared RSIR/TCIR metrics to include providing the Monthly Metrics tracking and reporting information to the PMO.

**Marigold Boarding High School Naya Gaou-15, Pokhara Mar 2002 – Jun 2008**

**Private Boarding School of Nepal**

**Senior Computer Teacher/System Administrator**

* Provided fundamental programming along with computer applications to the X standard students.
* Conducted various workshops for computer training among the staffs. Contributed to the development, planning and implementation of a high-quality curriculum.
* Supervised teaching assistants and other teaching support staff as may be required. Instructed students on computer repair, maintenance, and upgrades.
* Performed network administrator duties including changing passwords, monitoring student accounts and installing programs. Repaired school computers, installed different operating system/software in the computer.
* Conducted computer training classes for the teaching staffs. Handled all the clerical and secretarial works of the school. Prepared weekly, monthly and yearly academic plan for the students.
* Conducted CAL (Computer Aided Learning) teaching and learning for the students.

**C-Tech Computer Hardware College Shrijana Chowk, Pokhara Aug 2005 – Oct 2008**

**Private Computer Training Center of Nepal**

**Hardware and Networking Instructor**

* Repaired Desktop Computers. Installed hardware, configured and troubleshooting.
* Assembled and disassembled of all types of desktop computers.
* LAN networked / installed and configured.
* Computer upgraded and designed network security.
* Network nodes installed and administered.
* Installed and upgraded of different software’s.
* Handled all the clerical and secretarial works of the college.

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**Education & Credentials**

**Bachelor Degree in Business Studies (B.B.S), 2007**

Tribhuvan University Board, Nepal.

**Intermediate in Science (I.Sc), 2000**

CBSE (Central Board of Secondary Education), India.

**School Leaving Certificate, 1998**

CBSE (Central Board of Secondary Education), India.

**PROFESSIONAL Certifications**

* **OSHA 30 Hour General Industry Occupational Safety and Health Training** from Occupational Safety and Health Administration (OSHA) of USA. OSHA Card Registered # 20-900318376
* **ServSafe Food Protection Manager Certification** from American National Standards Institute (ANSI)-Conference for Food Protection (CFP), Certification # 17183995.
* **ISO 9001: 2015 Lead Auditor Certification** from SAE International - CALISO of USA, Certification # 33353.
* **Advanced Online First Aid Course Certification** from First Aid Online.
* **Cardiopulmonary Resuscitation (CPR) Training Certification** from Allied World Pure Safety

**Safety Training**

* Cold Stress Training, Hazard Communication, Personal Protective Equipment, Ergonomics, Activity Hazard Analysis, New Hire Safety Orientation, Safe Driving, Fire Prevention and Portable Fire Ext, General Electrical Safety Awareness, Back Injury Prevention, Hearing Conservation, Heat Stress, Housekeeping and Walking surface, Incident investigation, Lead Awareness, Portable Ladder, Utilities and Clearance, Aerial Lift, Bloodborne Pathogens, Health and Safety Inspection, Heavy Equipment Operations, Respiratory Protection, Safe use of Cranes, Asbestos Awareness, Behavior Bases Loss Prevention System, Confined Space Entry, Fall Protection, Flammable and Combustible Liquids, Hazardous Waste Accumulation Point Management, Lock out Tag out, OSHA Recordkeeping, ATV, Ground Guide, Hand and Power Tool, Power Industrial Truck, Hot Work, and Excavation Practices.

**IT Training**

* Diploma in Software from CIIT Computer Institute, Pokhara, Nepal.
* 1-Year Hardware and Networking Service Technician course from C-TECH Computer Hardware College, Pokhara, Nepal.

**Software/Hardware Skills**

* Microsoft Office Package
* Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, Microsoft Visio and Microsoft Outlook Express.
* Hardware & Networking
* Performed installations, de-installations, moves, additions and alterations of computer hardware.
* Arranged and setup network shared drives and printers
* Updated and installed software to customers’ personal computers and tested for accurate functionality.
* Diagnosed, troubleshot and repaired PC systems and peripherals.
* Evaluated, investigated and resolved computer and networking issues.
* Installed and configured network hardware and software. Provided network troubleshooting and support.

**Languages Known**: English, Nepali and Hindi

**References & Supporting Documents Available upon Request**