

# Mounia Smail

## GEOLOGIST

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**Objective** I am an enthusiastic Junior Geologist with strong academic background and hands-on experience in geological mapping, sampling, petrology, stratigraphy, structural geology, sedimentology and data interpretation. I am seeking opportunities to contribute to geological projects while developing my professional expertise.

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**Education** **2020-2025** University of Science and Technology Houari Boumediane [USTHB] – Algeria

**Bachelor's Degree in Fundamental Geology**

**Project:** Created geological maps using QGIS by analyzing lithology, structural features, lithostratigraphy and submitted final interpretation report.

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**Experience** **2021-2025** **Promotional Animator Algeria Admin Assistant (Part Time)**

- Provided comprehensive administrative and clerical support to daily office operations
- Managed scheduling, calendars, and correspondence (emails, calls, meetings)
- Prepared, formatted, and maintained reports, documents, and presentations
- Handled data entry, filing systems (physical and digital), and record management
- Assisted with procurement, invoices, and expense tracking
- Coordinated with internal departments and external clients/vendors

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**Software Skills** GIS, MS Office

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**Languages** English, French, Arabic