

# Mounia Smail

## GEOLOGIST

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<b>Objective</b>	<p>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.</p> <hr/>	
<b>Education</b>	<b>2020-2025</b>	University of Science and Technology Houari Boumediane [USTHB] – Algeria  <b>Bachelor's Degree in Fundamental Geology</b>
		<b>Project:</b> Created geological maps using QGIS by analyzing lithology, structural features, lithostratigraphy and submitted final interpretation report.
<b>Experience</b>	<b>2021-2025</b>	<b>Promotional Animator Algeria Admin Assistant (Part Time)</b> <ul style="list-style-type: none"><li>• Provided comprehensive administrative and clerical support to daily office operations</li><li>• Managed scheduling, calendars, and correspondence (emails, calls, meetings)</li><li>• Prepared, formatted, and maintained reports, documents, and presentations</li><li>• Handled data entry, filing systems (physical and digital), and record management</li><li>• Assisted with procurement, invoices, and expense tracking</li><li>• Coordinated with internal departments and external clients/vendors</li></ul> <hr/>
<b>Software Skills</b>	GIS, MS Office	
<b>Languages</b>	English, French, Arabic	