

Ibtissem BOUROLAMALLA

Adress: 240, BELLIL Houari, Castors, Oran

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Telephone: +213 (0) 791 002 943

Date of birth: 13.10.1991

Status: Single

Nationality: Algerian

Visa: Valid Visa (Hayya)

6 years of experience in Petroleum Industry (SONATRACH – REFINERY)

Work Experience

- | | |
|--------------------|---|
| 2019 – now | Industrial Maintenance Department (Refinery)
Position: Assistant / Secretary
Function: Assist the different services by providing advanced clerical and administrative support daily as needed. |
| 2018 - 2019 | Industrial Maintenance Direction (Refinery)
Position: Assistant / Secretary
Function: Assist the different departments by organizing and managing all what is related to the structure as reports, calls, messages, mails and correspondences. |
| 2017 - 2018 | Human Resources Department (Refinery)
Position: Assistant / Secretary
Function: Provide help to the different services of Human Resources, as making daily report of diverge tasks, and weekly report that encompasses all the tasks that have been done during the week, and to give to the Director an overview of relevant information about the training, recruitment and worker's evaluation. |

Education

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|-------------------------------------|---|
| June 2010
Oran, Algeria | Baccalaureate Foreign Language
Sheikh Ibrahim Tazi |
| 2010 - 2014
Oran, Algeria | Diploma in English Language
Es-senia University |
| 2016 - 2016
Oran, Algeria | Test of Profound Knowledge in French Language (TCF)
French Institute |
| 2021 – 2023
Oran, Algeria | Master Degree in Didactic of English Language (DLE)
Mohamed Benahmed University |

Training:

- Specialized training in archiving
- Professional writing
- Word and Excel Training
- Administrative Assistance

Languages:

English (Bilingual) - Arabic (Native speaker)
French (Fluently) - German (Basic level)

Other skills:

MS Office (Word, Excel, Powerpoint and Outlook).