

Michael Daniel

Accountant

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PROFILE

Highly analytical and data-driven E-commerce Manager effectively scales online customer acquisition efforts and e-commerce capabilities to drive sales growth. Routinely tests new features and assets and measures results as company grows and evolves. Strong understanding of e-commerce consumer behavior and audience segmentation along with website analytic and tracking tools.

PROFESSIONAL EXPERIENCE

Anwar Pharmacy

Accountant

10/2021 – 12/2023

As an Accountant at Anwar Pharmacy, I was responsible for managing financial

Alexandria, Egypt

- transactions and ensuring compliance with accounting standards.
- Utilized financial reporting skills to prepare financial statements and reports.
- Demonstrated effective time management skills by meeting deadlines for financial tasks and projects.
- Utilized interpersonal skills to collaborate with colleagues and stakeholders at all levels.
- Utilized Microsoft Office tools, including Excel, to record and analyze financial data.

Customer Service

07/2021 – 09/2021

- Call Center Representative and Customer Service.
- Managed calls and provided effective customer support.

Bio Group

10/2019 – 07/2021

Sales Representative

Alexandria, Egypt

- Increased sales revenue by identifying and targeting high-potential accounts.
- Expanded customer base through cold calling, networking, and relationship building.
- Enhanced client satisfaction by addressing concerns promptly and providing exceptional service.
- Generated additional sales opportunities with upselling and cross-selling techniques.

Kasr Elsalam Co.

01/2019 – 10/2019

Accountant

Alexandria, Egypt

- Enhanced financial accuracy by diligently reconciling accounts, identifying discrepancies and resolving issues.
- Assisted senior accountants in the preparation of monthly financial reports for better decision making.
- Reduced errors in data entry by maintaining attention to detail when recording transactions in accounting software.

El-Araby Hannoun Pharmacy

Purchasing Manager

08/2017 – 10/2019

Alexandria, Egypt

- Achieved cost savings by negotiating contracts and pricing with suppliers.
- Streamlined procurement processes for increased efficiency and reduced lead times.
- Managed supplier relationships to ensure timely delivery of products and services.
- Implemented strategic sourcing initiatives, reducing overall purchasing costs.

Pharmacist Assistant

08/2016 – 07/2017

Alexandria, Egypt

- Assisted the pharmacist in managing inventory levels, ensuring adequate stock of medications for customer needs.
- Enhanced efficiency by accurately entering patient information and prescription details into the pharmacy system.
- Maintained a clean, organized work environment to promote safety and prevent medication errors.

St-Mark Hospital Pharmacist Assistant	05/2015 – 07/2016 Alexandria, Egypt
EL-Watanya Pharmacy Data Entry Specialist	11/2010 – 02/2025 Alexandria, Egypt

- Enhanced data accuracy by meticulously inputting and validating information from various sources.
- Reduced errors in data records by conducting thorough quality checks and implementing corrective measures.
- Expedited project completion timelines by efficiently managing high volumes of data entry tasks.

EDUCATION

Bachelor's Degree in Accounting Alexandria University	2014 – 2018 Alexandria, Egypt
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SKILLS

- Social Media Management
- Warehouse Operations
- Payment Processing
- Returns Processing
- Shipping Management
- Inventory Management
- Product Listing
- Returns Processing
- Promotions Planning
- SEO Optimization
- Customer Service
- Pricing Strategy

LANGUAGES

Arabic	●●●●●	English	●●●●●
Spanish	●●●●●		

COURSES

ICDL  ICDL Arabia / Alexandria University	2016 Alexandria, Egypt
Programming Fundamentals	Online