

Salma Mahmoud Saleh

Supply Acquisition and Retention Specialist – Breadfast | Giza, Egypt | 01157029505 | Born: 25 July 2001 |

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[LinkedIn](#)

SUMMARY:

Results-driven HR and Operations specialist with experience in delivery workforce acquisition, onboarding, and performance optimization. Strong analytical mindset with a focus on improving efficiency through data insights and strategic collaboration. Passionate about developing data-informed hiring strategies and ensuring operational excellence across teams.

EDUCATION:

Faculty of Commerce, Cairo University

Bachelor's Degree in Business Administration | 2019 – 2023

WORK EXPERIENCE:

Breadfast | Supply Acquisition and Retention Specialist

January 2024 – Present

- Source and attract potential candidate's drivers through various channels such as job boards, social media, and referrals.
- Coordinate with hiring managers to identify staffing needs and candidate selection criteria.
- Coordinate the onboarding process for new delivery drivers, including conducting orientation sessions, providing training on delivery procedures, and ensuring compliance with company policies and regulations.
- Ensure compliance with all relevant regulations and laws governing the transportation and delivery of goods, including licensing, insurance, and vehicle maintenance requirements.
- Monitor branch performance metrics such as SLA violations, BPH (Batches per Hour), and branch capacity to ensure operational efficiency.
- Coordinate with external agencies and offices that supply delivery drivers to maintain adequate staffing levels and performance standards.

Flexstock | Confirmation Agent KSA & EGY

February 2022 – January 2024

- Worked 6 months in the Egyptian sector and a year in the Saudi sector.
- Communicated with clients and confirmed orders with details and specifications.
- Maintained effective communication through chat and calls until orders were confirmed successfully

COURSES & TRAININGS:

- HR Diploma — Professional Services Academy
- Trainer of Trainers (ToT)— Breadfast
- Leadership Training — Breadfast
- Banque Misr Online Internship - Focused on Human Resources Principles.

PROFESSIONAL DEVELOPMENT:

- Data Analysis through Fundamentals - Currently enrolled at Instant (focused on HR applications and metrics)

SKILLS:

- Recruitment & Onboarding
- HR Operations & Metrics
- Microsoft Office (Word & Excel)
- Teamwork & Communication
- ERP system (Odoo)
- Data visualization (Airtable)

LANGUAGES:

- Arabic: Native
- English: Intermediate – used professionally in communication and daily operations