



Estd : 1987

Brain and Brawn
Quarterly Newsletter, IASAP - Pune
Indian Association of Secretaries and Administrative Professionals

Dear Iasapians,

Wishing Each One of you 'A Very Happy Administrative Professionals Week from 19th to 25th April in advance...



Behind every successful team, there is an efficient Administrative Professional ! Everyone who calls a cubicle her second home and knows how to work the office coffee machine better than her own, knows that we office managers are the backbone of most workplace environments. Today our roles are redefined and technology has created unprecedented opportunities and we've come a long way and mastered a variety of skills. It's the time of year, when we need to take time out and raise a toast and let our hair down !

As an ode to our profession, we begin Administrative Professionals Week on 19th April, 2015.

The theme for this year is "STEPPING UP WITH TECHNOLOGY".



This year we have two special programs lined up

22nd April'15 (Wednesday) – Cookery Session followed by dinner

Venue – Oakwood Residence

26th April'15 (Sunday)– Boss-Secretary Dinner-

Venue – Ladies Club

Lata Khedkar
Chairperson

Uma Nandedkar
Hon. Secretary