



## INDIAN ASSOCIATION OF SECRETARIES AND ADMINISTRATIVE PROFESSIONALS

Quarterly Newsletter (April 2015 – June 2015)  
**BRAIN AND BRAWN**



Chairperson's Desk

*My dear friends,*

*Here is a petite note to convey my heartfelt thank you to all the members who have supported us during the year 2014-15 with active and enthusiastic participation, in monthly meetings and other events. On behalf of the MC, I convey our gratitude for the opportunity given to serve the Association for a year more. We assure that with your support and co-operation will surely continue to do our best.*

*As you all are aware, the Secretarial role has changed into a multi-skilled vocation and made them invaluable in the fast growing MNCs. In this new scenario, we should grab the opportunities that arise through our association and move forward to meet the challenges in the corporate world. One such opportunity is the "Secretary and Administrative Professional of the Year Contest (SAPC)". To my knowledge "Success is not winning, but it is participation". Once you participate, you are a winner. Inculcating the spirit of competition itself is a great quality in a person. Hereby, I convey my whole hearted congratulations to all our contestants and also wish them the best, to get the maximum benefit.*

**Read more.....To know more of the activities that have taken place during the quarter – April to June 2015**

**Lata Khedkar**

*Managing Committee :*

*Chairperson  
Lata Khedkar  
020 25451258*

*Vice Chairperson:  
Jasmine Jogi  
020 2682 2205*

*Hon Secretary:  
Uma Nandedkar  
020 26727011*

*Hon. Treasurer:  
Beroze Divecha  
020 49006000*

*Committee member:  
Preeti Purswani  
020 66262370*

*Committee member:  
Dilnawaz Nekoo  
020 26727004*

*Committee member:  
Anita Martyres  
020 26159641*

*Immd. Past Chairperson  
Veena Bengle  
020 66458748.*



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, I am Dilnawaz Xerxes Nekoo – The New  
Editor for our IASAP newsletter, Pune Chapter.



Firstly, I would like to thank all members who have contributed in this issue and request all of you to contribute in future to keep the newsletter Dynamic and Fresh.

### *A peek into the life of an Administrative Professional*

*As an Administrative Assistant at any level, remember that your main function is to make someone else look good. Whether you support an entire department or a single individual, you will need to be able to keep track of someone else's schedule, keep up with friendly reminders and communications and create presentations.*

*You don't always get the luck of the draw when it comes to bosses, of course. As a fresher, you may need to put in time in a less-than-perfect situation but maintain excellent quality and professionalism. The best way to improve your chances for your next job is to do a great job now.*

*Staying ahead of the game and keeping tasks organized will make you look like a super secretary. Your boss will appreciate that he never has to ask you for anything because you foresee every need.*

Regards

**Dilnawaz Xerxes Nekoo**





Estd. 1970

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### JULY

Meena Kapoor	3 <sup>rd</sup>
Supriya Panchal	3 <sup>rd</sup>
Muriel Christy	4 <sup>th</sup>
Geeta Rao	8 <sup>th</sup>
Elizabeth Fernandes	8 <sup>th</sup>
Gracy Dsouza	9 <sup>th</sup>
Suchitra Gokhale	9 <sup>th</sup>
Shanta Mohan	15 <sup>th</sup>
Sandra Rebello	16 <sup>th</sup>
Varsha Sutar	18 <sup>th</sup>
Elizabeth Daniel	19 <sup>th</sup>
Anita Martyres	22 <sup>nd</sup>
Pushpa Gonal	31 <sup>st</sup>

### AUGUST

Joanet Lobo	2 <sup>nd</sup>
Anita Nair	3 <sup>rd</sup>
Annamma Williams	3 <sup>rd</sup>
Sita Muralidharan	6 <sup>th</sup>
Swapna Shetty	6 <sup>th</sup>
Marie Menezes	8 <sup>th</sup>
Maria Sequeira	9 <sup>th</sup>
Nirmala Rawat	13 <sup>th</sup>
Varsha Deshpande	13 <sup>th</sup>
Juhi Sadhwani	15 <sup>th</sup>
Helen Netto	18 <sup>th</sup>
Saroj Paranjape	20 <sup>th</sup>
Pretty Vaz	24 <sup>th</sup>
Kamala Ramanathan	25 <sup>th</sup>

### SEPTEMBER

Geeta Sadhwani	1 <sup>st</sup>
Shernaz Kutar	2 <sup>nd</sup>
Shirley George	2 <sup>nd</sup>
Ratika Kenat	6 <sup>th</sup>
Aparna Deshpande	7 <sup>th</sup>
Preeta Venugopal	9 <sup>th</sup>
Montimary Kaunds	10 <sup>th</sup>
Vrishali Dalvi	11 <sup>th</sup>
Lakshmi Narayan	15 <sup>th</sup>
Bella Lemos	21 <sup>st</sup>
Padmaja Avachat	21 <sup>st</sup>
Surekha Deshpande	22 <sup>nd</sup>
Nawaz Vijaykumar	25 <sup>th</sup>
Maria Kotnis	28 <sup>th</sup>



Happy Birthday





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*Wednesday 23<sup>rd</sup> April, 2015 was observed as the  
"ADMINISTRATIVE PROFESSIONALS' DAY".*

*A cooking live demo was organized by Oakwood Residence. As it was summer time Chef Phiroze Patel gave a demo of a Watermelon Gazpacho an excellent cooler drink served chilled and Carrot & French Beans with Italian Lemon Dressing a cold salad preparation for the perfect season.*

*Apart from this the chef also had a delicacy up his sleeves to tickle the taste buds of our ladies with a live demo of mouthwatering Steamed fish in Banana Leaves which had the ladies eat out of the chef's hand and ask for more.*

*The ambience was perfect for a leisure summer eve with pleasant breeze at the poolside for the ladies enjoy themselves and the mouth watering buffet spread.*

*Members who attended the session were presented with a gift – a sling bag sponsored by Blue Dart Express.*



**National Secretaries Week (Renamed Administrative Professionals Week in 2000) originated in 1952. It is observed the last full week in April with Wednesday now designated as Administrative Professionals Day.**

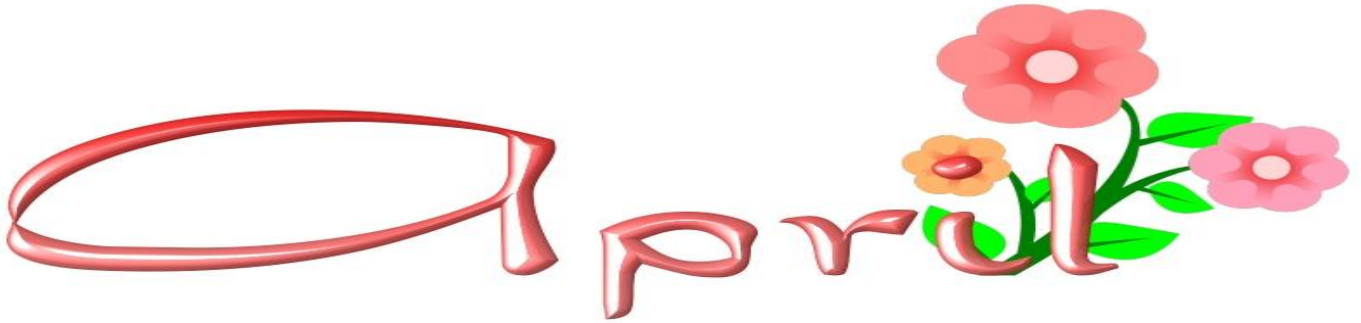
**Source: Web**





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*Boss Secretary Dinner* took place on Sunday, 26<sup>th</sup> April, 2015 at Ladies Club, Pune. The Master of Ceremonies – Hyacinth, carried the whole show very well as usual, entertaining the audience with her wittyness. Chairperson, Lata Khedkar welcomed all the Bosses, Members and their Spouse. The Guest of Honour Mr. Mukund Mavalankar, Director Technical, BFL, Pune spoke on this years theme “**Stepping up with Technology**” and made an impact on the audience with his theme based speech. Ms. Annabella – IASAP member also spoke on the Theme followed by a speech by Mr. K Shrinath, GM – Blue Dart Express on “**Challenges Administrative Professional face in todays’ Corporate World.**”

It was a gala evening with dance performaces by the members themselves. Fillers were organised for bosses who went home with a gift for participating and the lucky one went home with meal vouchers from various hotels in Pune. A total grand evening along with a wide spread of buffet.







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*"ANNUAL GENERAL MEETING" was scheduled at Season Apartments on 28<sup>th</sup> May, 2015 which went off smoothly. It started at 7:00 pm with the agenda being read out followed by the minutes of the last AGM held on 17<sup>th</sup> May, 2014, Chairperson's Report of Activities & the Hon. Treasurer's Report.*

*Lata welcomed the members to the 28<sup>th</sup> Annual General Meeting and thanked them for attending the AGM as well as the monthly meetings and for bringing in new members.*

*The same committee members were re-elected by show of hands in the presence of the Returning Officer Ms. Nisha Ghosh.*

- ✚ Ms. Lata Khedkar – Chairperson
- ✚ Ms. Jasmine Jogi – Vice Chairperson
- ✚ Ms. Uma Nandedkar – Hon. Secretary
- ✚ Ms. Beroze Divecha – Hon. Treasurer
- ✚ Ms. Dilnawaz Nekoo – Committee member
- ✚ Ms. Anita Martyres – Committee member
- ✚ Ms. Preeti Purswani – Committee member
- ✚ Ms. Veena Bengle – Imm. Past Chairperson



*Attendance & Member-get-member awards were distributed to the deserving members.*







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# June

*The June Monthly session was held at the Taj Vivanta on 26<sup>th</sup> June, 2015. Ms. Jyothi Menon – Director, HR at Credit Suisse spoke on “Role of Women in Today’s Scenario”.*

*She motivated the member with her short speech by giving examples of Indira Gandhi and Kalpana Chawla, who are known for their achievements in life.*

*She also said that Today’s women lack nothing in life, which can stop them in achieving their goals and desires. They should go ahead and fulfill their passion and be focused on what you want to achieve.*

*The lecture was followed by a small quiz based on renowned ladies in the world and the winners were given a book “The Angel” – written by herself. The members were motivated by her inspirational speech.*

*The session ended with birthday celebration for the month of April, May and June.*





## Self Confidence Equals Success

*We all want to be successful no matter which profession we are in. However, success in your professional life does not come only from being highly qualified, but also by having self-confidence. There are so many people who lose out on their dream jobs and have unsatisfying careers because they are unable to get over their fears. This is a classic case of lacking self-confidence. Whether you are in a managerial post in your company, an administrative professional or an entrepreneur – self-confidence is the key. If you think you lack self-confidence, which many people do, get help and improve your self-confidence, which will only have a positive impact on your personal and professional lives.*

### *Achieve more by improving your self-confidence*

*Self-confident people are able to achieve more success as they obviously more confident, they do not over think every small decision and they don't get into situations expecting to fail. People who lack self-confidence set themselves up for failure because they expect to fail even before they even start off with any project. As an administrative professional, the stresses of the job and the constant need to multi-task can get you down. With improved self-confidence, you will be prepared to take on and tackle more responsibilities, have an optimistic view, and be able to handle bad situations in a much better and more diplomatic way.*



### *Winning attitude*

*Self-confident people have a winning attitude. This exudes a good vibe to those around you who will also behave differently towards you. When step into any responsibility or task with a winning attitude instead of expecting failure, you will be less stressed and will be able to focus more and this can drastically change the outcome of your work and the overall task. When you are able to face life – be it at your job as an administrative professional or your personal life, you will be better equipped to handle whatever comes your way with a winning attitude that comes with increased self-confidence.*





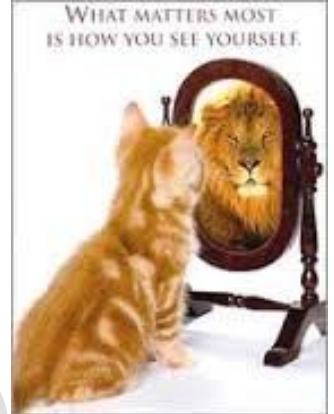


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### *Removes hesitation and obstacles*

*For most people their biggest obstacle is themselves. Negative thinking, low self-esteem and irrational fears are all manifestations of low self-confidence. All these factors can come in the way and can prevent you from achieving success and fulfillment in your professional life. With hesitation and low self-esteem, you will not be able to finish work on time and this can hurt your productivity and efficiency. As an administrative professional, you will have to deal with a wide range of problems and responsibilities throughout the day. With improved self-confidence, you can finish all your tasks efficiently giving you more time to spend with your family and focus on yourself.*



Jennifer Kumar  
M/s Travel Exotica

**~Self-confidence~**

**The foundation of all  
great success and  
achievement**



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### *The Mountain Story*

*A son and his father were walking in the mountains. Suddenly, the son falls, hurts himself, and screams: "AAAHHHHHHHHHHHHHHHHHH!"*

*To his surprise, he hears the voice repeating somewhere in the mountain: "AAAHHHHHHHHHHHHHHHHHH!"*

*Curious, he yells, "Who are you?" He receives the answer, "Who are you?"*

*Angered at the response, he says, "Coward." He looks to his father and asks, "What's going on?" The father smiles and says, "My son, pay attention." And then he shouts to the mountain, "I admire you!" The voice answers, "I admire you!"*

*Again the man shouts, "You are a champion!" The voice answers, "You are a champion!"*

*The boy is surprised, but does not understand. Then the father explains, "People call this an ECHO, but really this is LIFE. It gives back everything you say or do. Our life is simply a reflection of our actions. If you want more love in the world, create more love in your heart. If you want more competence in your team, improve your competence. This relationship applies to everything, in all aspects of life; life will give you back everything you have given to it."*

## Add Joy To Your Daily Life

- 1. Pay as much attention to the things that are working positively in your life as you do those that are giving you trouble.*
- 2. Rake a big pile of leaves every fall and jump in it with someone you love.*
- 3. Memorize your favorite love poem.*
- 4. Learn three knock-knock jokes so you will always be ready to entertain children.*
- 5. Don't let weeds grow around your dreams.*
- 6. Remember that everyone you meet is afraid of something, loves something, and has lost something.*
- 7. Regardless of the situation, react with class. 8. Let some things remain mysterious.*

*Deepa Sinha*





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#### EXERCISE - BEING THE PERSON YOU CAN BE



*Having a goal that truly excites you is the first step to setting up an exercise program. You may want to be 10 pounds lighter by the next school reunion, have more muscle tone in the dress you will be wearing at your daughter's wedding, you may want to quit smoking or drinking or eating fried food or you may want to compare your athletic skills with what you could do in school. You have to have a goal that makes you really want to take the next step.*



*Once you have your personal goal in mind, you need a reasonable timeline in which to achieve the goal. Let's say you want to lose 10 pounds in six months. You can do that with a good exercise program and a good diet.*

*Let's start with the exercise program. Think about what you enjoy doing. If you like to be outside you can ride a bike, hike, walk, run swim, play tennis, endless possibilities. Include some of the fun activities that you enjoy and then try some new stuff. If you prefer to be inside, join a gym with a friend who can work out on the same days and at the same time that you do. Hire a trainer if you don't have a work out friend.*



*If you decide to run, you can run even if it is new to you. You could walk a mile three times the first week, two miles the second week, run a mile and walk a mile three times the next week and by the fourth week you could run and walk two to three miles three times a week. If this holds your interest you could add hills one of the days, add some short bursts of speed one day, you could even sign up for a 5 miles, two months from the start of your program. In six to nine months you could run a marathon if you wanted to go that far.*



*It helps to have a friend to work out with. It keeps you both accountable, and it's fun. Find someone that has a similar schedule or similar child care issues. It helps to recognize what time of the day you enjoy working out and find someone that can work out at the same time.*

*Katy Gurjal  
Spica Elastic Pvt. Ltd.*





*A beautiful speech by Sundar Pichai – an IIT-MIT Alumnus and Global Head Google Chrome:*

*The cockroach theory for self development*

*At a restaurant, a cockroach suddenly flew from somewhere and sat on a lady. She started screaming out of fear.*

*With a panic stricken face and trembling voice, she started jumping, with both her hands desperately trying to get rid of the cockroach. Her reaction was contagious, as everyone in her group also got panicky.*

*The lady finally managed to push the cockroach away but ... it landed on another lady in the group.*

*Now, it was the turn of the other lady in the group to continue the drama.*

*The waiter rushed forward to their rescue.*

*In the relay of throwing, the cockroach next fell upon the waiter.*

*The waiter stood firm, composed himself and observed the behavior of the cockroach on his shirt.*

*When he was confident enough, he grabbed it with his fingers and threw it out of the restaurant.*

*Sipping my coffee and watching the amusement, the antenna of my mind picked up a few thoughts and started wondering, was the cockroach responsible for their histrionic behaviour?*

*If so, then why was the waiter not disturbed?*

*He handled it near to perfection, without any chaos.*

*It is not the cockroach, but the inability of the ladies to handle the disturbance caused by the cockroach, that disturbed the ladies.*

*I realized that, it is not the shouting of my father or my boss or my wife that disturbs me, but it's my inability to handle the disturbances caused by their shouting that disturbs me.*

*It's not the traffic jams on the road that disturbs me, but my inability to handle the disturbance caused by the traffic jam that disturbs me.*

*More than the problem, it's my reaction to the problem that creates chaos in my life.*

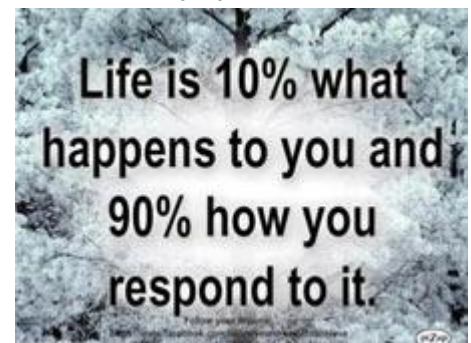
*Lessons learnt from the story :*

*I understood, I should not react in life.*

*I should always respond.*

*The women reacted, whereas the waiter responded.*

*Reactions are always instinctive whereas responses are always well thought of.*



*A beautiful way to understand.....LIFE.*

*Person who is HAPPY is not because Everything is RIGHT in his Life..*

*He is HAPPY because his Attitude towards Everything in his Life is Right..!!*

*Daisy Dsouza*

*Kinetic Engineering*





*This is ultimate...*

**BOSS :** So tell me young man, on what all occasion have you realised that you have importance in company and company cannot function without you???

**Employee :** "sir, whenever i asked for a leave"....

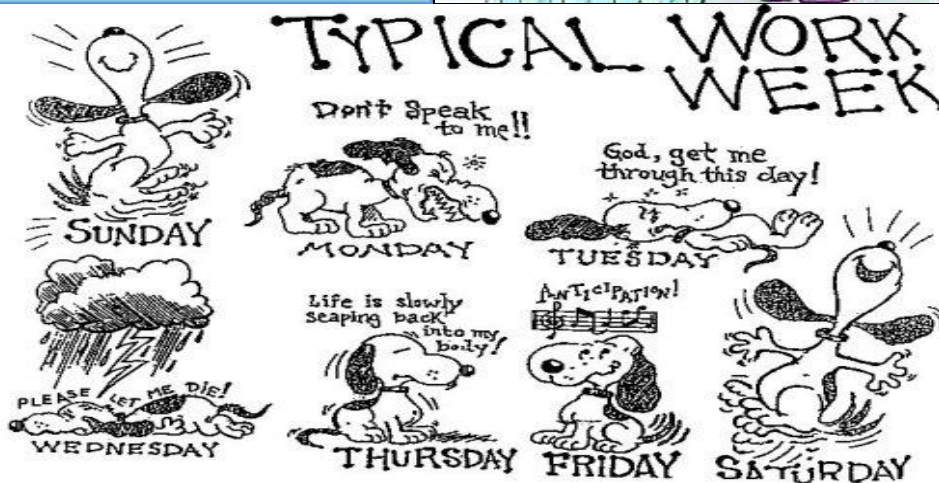
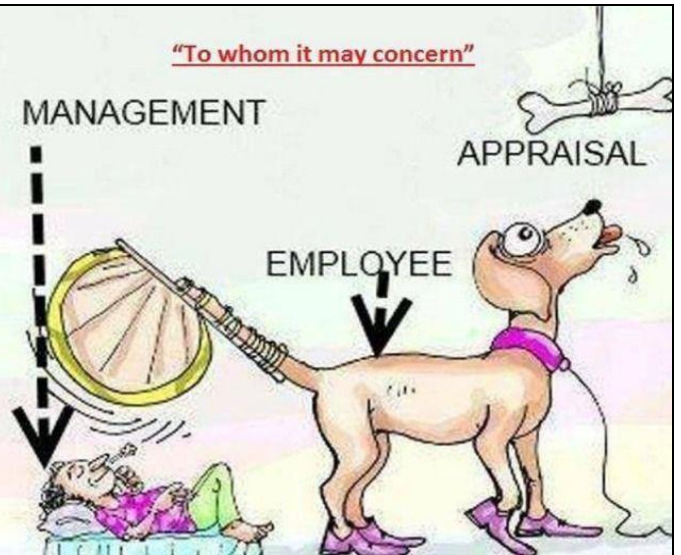
Patialajokes.com

"To whom it may concern"

MANAGEMENT

APPRAISAL

EMPLOYEE



**Dear God, I beg you to...**

give me the wisdom to understand my boss.

Give me the love to forgive him.

Give me the patience to understand his actions.

But dear God, don't present me strength.

Because if you give me strength...

**I will break his skull !!**



funtoosh.com

## Joke of the Day

A man joined a big Multinational Company as a trainee. On his first day he phoned the cafeteria and shouted, "Get me a coffee quickly!"

The voice from the other side responded, "You fool, you've dialed the wrong extension! Do you know who you're talking to?"

"No," replied the trainee.

"It's the Managing Director of the company!"

The man shouted back,

"And do you know who YOU are talking to?"

"No," replied the Managing Director.

**"Good!"** replied the trainee.



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Fruit Facial is suitable for all skin types especially for sensitive skin. It contains natural fruit acids and extracts, which is natural and has no side effects. The fruit facial hydrates and moisturizes the skin naturally. It removes the dead cells and gives you an instant glow naturally. Fruits such as plums, oranges and peaches contain high amounts of vitamin C, which provide a glow to your face. They also contain anti oxidants which helps to fight the signs of ageing. Papaya and banana helps to remove the tan. Strawberries help to get rid of the blemishes and dark spots. Thus the fruit facial hydrates, polishes and shines your skin giving you youthful glow.

**Step 1: Cleansing:** Firstly you have to clean up your face to remove the excess oil, grease and dirt. For this you can use a cream based fruit facewash such as Everyuth cream facewash which contains peach, aloe and wild cherry or Lakme fruit facewash (melon, strawberry etc). After cleansing your face with cool water, pat dry your face using a soft towel.

**Step 2: Exfoliation :** A good exfoliation helps to get rid of dead cells, sebum and leftover dirt on the face. Depending skin pores on your skin type, you can choose the fruit suitable for your skin. Banana and avocado scrub for dry skin, orange or lemon scrub for oily skin, peach and strawberry for sensitive skin.

**Orange scrub:** In 3 teaspoon of fresh orange juice, add 2 teaspoon of oats and form a paste. Scrub gently on your face with circular motions. Wash off after 5 minutes. This is suitable for oily and combination skin.

**Lemon scrub:** Just mix 1 teaspoon of lemon juice, honey and sugar to form a paste. Scrub gently and keep for 5 minutes. This scrub is suitable for all seasons and also reduces blemishes and dark spots.

**Papaya scrub :** In 2 teaspoon of mashes papaya pulp, add a teaspoon of sugar granules, oats and honey. Make a paste and scrub gently using circular motions. Keep for 5 minutes and wash off with water.

**Water melon scrub :** Mix  $\frac{1}{4}$  cup of fresh watermelon juice with 3 teaspoon of gram flour to form a smooth paste. Scrub and keep for 3 minutes before rinsing with cool water. This scrub is ideal for all skin types as it is hydrating and rejuvenates the skin instantly.





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**Step 3: Massaging :** After proper cleansing and exfoliation, massaging is the next important step. A good massage with a suitable massage cream or gel increases the blood circulation in your facial area which reduces wrinkles and pigmentation, making the skin look young and radiant. It also softens your skin and tones the facial muscles. It also encourages healthy sebum production which helps to keep your skin cells moisturized. You can choose from the following massage creams and prepare on your own at home

**Banana cream** – mash ripe banana pulp with yoghurt and honey to make a paste and use it to massage the face.

**Strawberry cream** – fresh strawberry pulp mixed with a tsp of cream can be used for dry skin.

**Lemon and honey** – honey, gram flour and lemon juice is mixed in proportion to get a smooth paste. This massage cream is suitable for oily skin.

**Step 4: Fruit pack:** Indulge in your favourite fruit pack by using fruits suitable for your skin type. You can use different types of fruits to get rid of your skin troubles. After applying the pack, keep for 15-20 minutes till the pack dries completely. In the mean time, you listen to your favourite music or read magazines. Wash off the pack with cool water to reveal a soft, supple and glowing skin.

The various fruit packs are:

Papaya- lemon pack or Lemon, honey and yoghurt pack or Cucumber, rose water and lemon pack, These face packs are suitable for all skin types and also reduce tan and blemishes.

Multani mitti, cucumber and lemon pack, orange juice, milk and gram flour pack, papaya, multani mitti and honey pack etc are other options to choose from for your fruit pack.

**Step 5: moisturising :** The final step of the fruit facial is to moisturise the skin. Use a cream based moisturiser if you have normal to dry skin or use a gel based moisturiser for oily to combination skin. After applying the moisturiser, leave it on the skin for sometime so that the cells can absorb it well.

Use a moisturiser which contains fruits like banana, peach, milk, strawberry, honey or cherry. They hydrate the skin by restoring the natural moisture in the skin thus making it soft and supple.

Dilnawaz Xerxes Nekoo  
Kirlokar Pneumatic Co. Ltd.



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# CONGRATULATIONS

*IASAP – Pune, would like to congratulate all our members and their children who have excelled in the current year SSC & HSC examination*

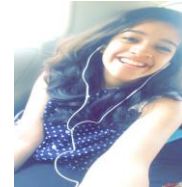
**Anisha H Nair**  
Daughter of **Latha H Nair**  
Smt. S.S. Ajmera Secondary School  
Std passed : 10<sup>th</sup>  
Percentage : 89%



**Partha Harshal Deshpande**  
Son of **Prapti Deshpande**  
Vikhe Patil Memorial School  
Std passed : 10<sup>th</sup>  
Percentage : 89%



**Puravi Harshal Deshpande**  
Daughter of **Prapti Deshpande**  
Vikhe Patil Memorial School  
Std passed : 10<sup>th</sup>  
Percentage : 82%



**Simran Sanjay Magoo**  
Daughter of **Poonam S Magoo**  
Jai Hind Jr. College  
Std passed : 12<sup>th</sup>  
Percentage : 81%

