



Indian Association Of Secretaries And Administrative Professionals Brain And Brawn

July to
September
2023

FROM THE CHAIRPERSON'S DESK....

MANAGING COMMITTEE

CHAIRPERSON

BAKHTAWAR BATTIWALLA
9890175552

VICE CHAIRPERSON

MONICA D'SOUZA
9850152385

HONORARY SECRETARY

ASSUNTA CHRISTY
9850893540

HONORARY TREASURER

ANNABELLA SALIS
9822895157

COMMITTEE MEMBERS

PREETA VENUGOPAL
9922933387

RATIKA KHENAT
9970067693

DAISY D'SOUZA
7057465475

IMMEDIATE PAST CHAIRPERSON
BEROZE DIVECHA
9763708722

WE ARE NOT ABOVE
NATURE,
WE ARE A PART OF
NATURE



Dear Members,

"Beauty lives with kindness" - William Shakespeare

Inner beauty is about self-confidence and being empowered. It's about knowing your worth and being proud of who you are! In a world where beauty is often defined by what's on the outside, let's celebrate the beauty of your inner self.

Our members visited Snehalaya on 15th August 2023 as a part of our BPC project. We were overwhelmed by the kind hospitality rendered to us. The stage performance put up by the physically challenged children between the age group of 5 and 18 years was remarkable. I take this opportunity to thank my dear members for their kind contributions in cash and in kind towards the welfare of the inmates.

Traditional celebrations are some of the core aspects of any culture. Whether it is a wedding, a harvest festival, a religious holiday, or a national observance, our celebrations are woven tightly into our overall cultural identity.

The main attraction at these festivals is the music. Festivals provide an excellent outlet for people to experience something different, express themselves in unique ways, and even learn new things while having fun. **Wishing all of you a very Happy Festive Seasons.**

Best wishes to all you dear ladies and stay Blessed!

Always there!

Bakhtawar Rumi Battiwalla
Chairperson

TEAMWORK

Alone we can do so little.

TOGETHER

we can do so much.

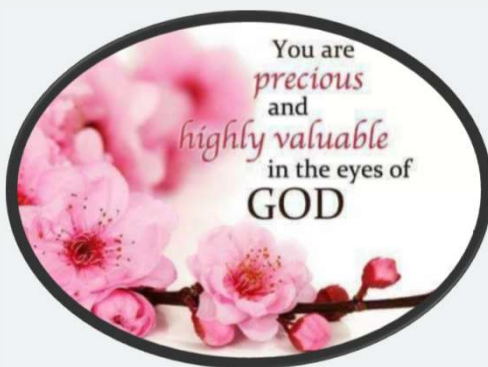




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FROM THE EDITOR'S DESK.....



Dear Friends,

Hope you and your family are doing well!

You are Precious!

Cristiano Ronaldo the famous Portuguese football player once disguised himself as a vagabond and was showing some tricks with his football at one of the busy street in Sao Paulo, Brazil. Many people were passing by, but no one paid any attention to him. One little boy who was watching him from far became curious and came close and started playing with him. After teaching the boy a few tricks, Ronaldo then undisguised himself. Immediately the people around noticed him and thronged to him.

Our identity is very important, especially in this era of fast paced technology and artificial intelligence. We all have I-Cards given to us by the Government, schools, colleges, workplace, etc. At some places, without showing our I-card we are not allowed entry. Such is the importance of our identity in this world.

Do you know that we have a special identity in the eyes of God? We are his masterpiece as we are fearfully and wonderfully made by Him. He knows each one of us by our name and has carved our name in the palm of His hand. His eyes are always watching over us and His ears are attentive to our words. Don't worry about anything but cast all your cares upon Him and live a joyful and victorious life knowing that you are special - the apple of His eye!

Lots of Love,
Daisy Dsouza

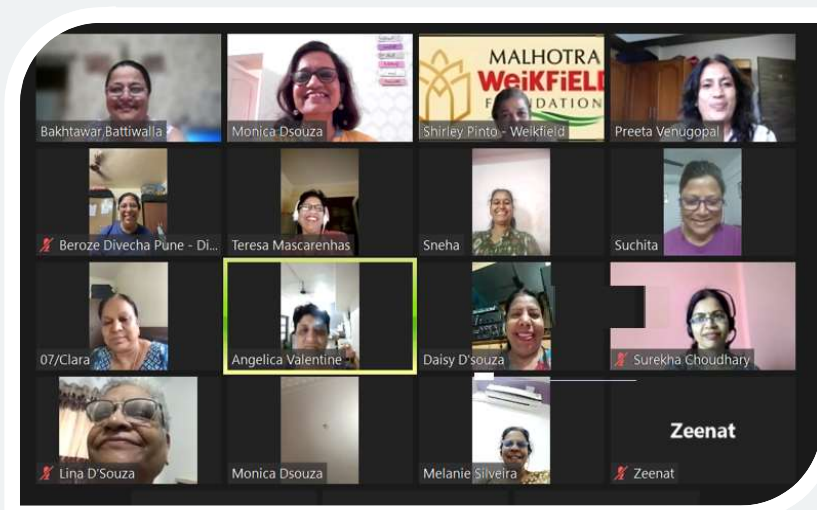
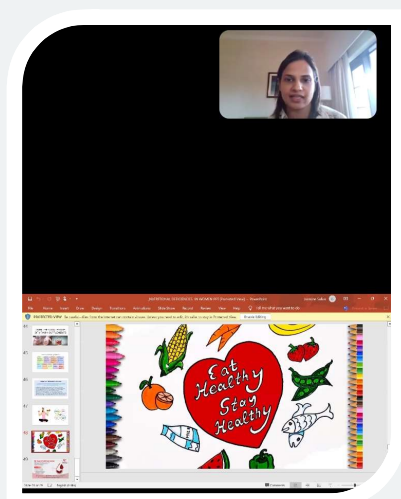




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July 2023
Common Nutritional Deficiency in Women



On Sunday, 16th July 2023 we had an interactive session with Dr. Akanksha Salkar. Dr. Salkar explained the various causes of nutritional deficiency in women and health complications caused by it. Women need to take care of their own health first so that their family stay healthy. Better nutrition means strong immune system, few illness and better health.

The nutritional status of women is important for their own lives as well as for their family. Women who have greater control over household resources tend to be healthier and better nourished as do their families. A well-balanced diet, sufficient sleep and exercise is the key to a healthy life.

Members from other Chapters viz. Hyderabad, Delhi & Kolkata too joined and benefitted from this session.

Tips for Healthy Eating/Life:

- Base your meals on higher fibre, starchy carbohydrates
- Eat lots of fruits and vegetables
- Eat more fish, including a portion of oily fish
- Cut down on saturated fat and sugar
- Eat less salt
- Exercise regularly and maintain healthy weight
- Be hydrated
- Do not skip breakfast

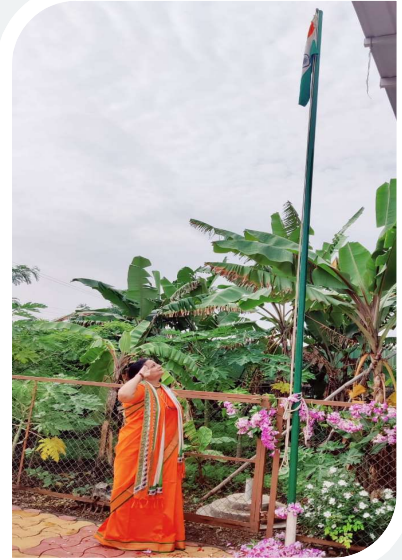




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August 2023
Independence Day Celebration at Snehalaya
Education Society, Wagholi Pune



15th August 2023 was a special and unique day for the Pune Chapter Iasapians as we celebrated this day with the inmates of Snehalaya Education Society, an Institute for children with cerebral palsy & multiple disabilities.

We were welcomed with beautiful smiles, applause and pretty bouquets. Fr. Sunny Joseph, Director of the Institute was all praise for IASAP and its association with them for rendering financial and material aid. Our Chairperson, Ms. Bakhtawar Battiwalla was given the honor of hoisting the national flag.

The excellent skit and dance performance enacted by the children kept us mesmerized and in awe. The costumes, timing and synchronization was all perfect which truly proved that they are ABLE and not DISABLED. The speech by Dnyaneshwari made us speechless. Her beautiful smile, pretty poise, wise words and awesome accent kept us attentive. She is truly a Snehalaya Idol to be admired and adored by one and all.

Our danseuse pretty Preeta grooved with the children and taught them some of her iconic dance steps. The children were enjoying so much that they did not want her to leave. The members too danced and interacted with the children and the teachers.

continued.....



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Bakthawar planted a fruit tree in their garden in remembrance of this special day and time spent with them. We were treated to a delicious and home-made breakfast at their pantry. The fresh and soft buns served was made by the older children in their in-house bakery. We then had a walk-through around the Institute where they have a small field for growing vegetables and fruits, shacks for cattles, hens, ducks and rabbits. Members then patronized their hand-made items like candles, bouquets, jewelry, and kid's woolen clothes like sweaters, caps, socks and frocks.

A big THANK YOU and GOD BLESS to all the members who donated generously in cash and kind.

A big THANK YOU and GOD BLESS to Fr. Sunny Joseph, Sisters, Teachers and Children of Snehalaya for inviting us and making us a part of their celebration.

It was truly an amazing and memorable day for us!





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8th to 12th September 2023
25th ASA CONGRESS - GLOW WITH THE FLOW -
INNOVATE, INTEGRATE AND ELEVATE



The ASA Congress began with a bang with 365 member delegates of ASA (Association of Secretaries and Administrative Professionals in Asia-Pacific). We immersed ourselves with high-energy, high-engagement learning and network building.

Some of the glimpses of the program are as follows, we gratefully appreciate Hyacinth Arya for the summation of the same -

8th Sep 2023

Welcome messages, dinner and entertainment

9th Sep 2023

Opening Remarks by ASA/APSAT President - Sukanya Nimmanheminda

Blessing Message on "Glow with the Flow" - Ven. Phra Raj Nyanakavi - Rama IX Golden Jubilee Temple

Ven. Phara Raj Nyanakavi introduced Ven. Robert from London who informed he did not go to the forest temple like all the other monks, but stayed in the city to teach and mentor a temple boy who grew up to be educated in English Masters and became a responsible teacher. Ven Robert believed that this way we leave back a legacy.

Ven. Phara Raj Nyanakavi explained on the Circle of life, it's like a river which flows and never returns. Negativity ends life faster, and goodness creates immortality. Breathe, smile, make good choices, stay positive, spread joy around and you will be at peace. They concluded by showering their blessings of peace and happiness. Everyday send some blessings to the world, let there be flow of love.



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Grow & Glow - Ms. Sarindhorn Mativachraronon

Success is not for the weak or meek, it is survival of the fittest. Survival is not for the old, they already have survived changes. Success is for the person with love and a mind to grow, it is by hard work and discipline.

As an Executive Assistant, be the best support, be ready to jump to a customized boss, execute professionally. The four most important P's are Prepare, Punctuality, Preserve and Perfection.

Artificial Intelligence and IT - The Pros and Cons - Mr. Pongsuk Hiranprueck

Artificial Intelligence is a hot topic to discuss. Springing on to the stage Mr. Pongsuk discussed the Pros and Cons of Artificial Intelligence. He believes that time is the most precious and costliest commodity and yet most of us live as if we have all the time in the world. The tech world is moving at such a fast pace that it is killing old businesses. While Artificial intelligence has many benefits, there are also drawbacks that is lack of human creativity and empathy. He also gave us insights on the VUCA world, Metaverse World, QBot, ChatGPT. AI is increasingly a part of our everyday lives, even if we don't always notice it, there are ways it is making a positive impact in our lives.

Learning to Co-operate - Mind & Body: Ms. Lynn Howard

The mind and body are not two separate entities - although they are often treated that way. Physical health and emotional health are intimately intertwined. Master the art of aligning the mind and body to help process change, watch out for limiting beliefs that hamper progress, you are your own personal agency, take responsibility for your action, time frame and response to adversities, embrace change with the power of mindfulness, ensure the foundation is strong when facing and going through the phases of change.

10th Sep 2023

Work Life Integration - Mrs. Hyacinth Arya

With her burst of energy, Hyacinth started off the session with a bang.

Work and Life is about being the right SPOUSE. The SPOUSE abbreviation Strengths, Prioritization, Organizing skills, Upgrading, Spiritual and Emotional capacity. Life is not easy but with good ABCD (Approach, Behaviour, Clarity and Discipline) you can achieve your goal. Integration is all about the right education, training and motivation, gathering the right information, asking for help or assistance if and when required, accept mentoring and feedback. Create a line of satisfaction, create the feeling of togetherness by aligning not compromising, create solidarity when in dialogue. Never create panic, become larger in thoughts words and deed, become the Titanic. We need to lessen our complaining, doubting, frowning, worrying, talking, judging, fear and hate. We need to increase encouraging, believing, smiling, hoping, listening, resolving, dare and love. Make and enjoy your choices with pride.

That was power-packed presentation on Work Life Integration.



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Essentials of Educating Beyond - Ms. Sunethra Jayaratne

The need to acquire more empowerment through further higher education. Well-read is well-bred. Education and character are two main components for a success story. Chasing your dream after identifying your Unique Selling Proposition (USP) is the key to your future success.

Art of Transition at Work - Mrs. Cheryl Mathew

Acknowledgement of the verticals in the company and also how it can be achieved is very necessary for the starters. The next step is to educate on the job without permitting mistakes or blunders in the present seat.

Creating a lieutenant before a higher jump is ideal.

Preparation for the Wean Off - Mrs. Mea Lou Isaac

Watchful and mindful observation of the outer world Vis-a-vis own expertise and confidence helps in channelizing entrepreneurship or branching out on a new start up.

Acknowledgement of horizontals and the competitive market is also a firm step by step process that needs minute attention.

Be an Actionary - Ms. Melissa Ong

Creating a remarkable commodity and also networking with the right channel. Ensuring finances and also the displays and social media play an important role. Entrepreneurship must be embarked upon with full mentoring and guidance to ensure its sustainability and one quality of being very resilient is necessary as market can give high returns or even shatter a business. Begin somewhere to what the future holds lucrative income and sustenance.

11th Sep 2023

ASA CSR project on behalf of India was presented by Monica D'Souza and India's CSR update by Hyacinth Arya since winning in 2018. Sri Lanka were declared winners.

Fun activities such as ASA Bazar, Dinner Cruise (dance & music) and a variety of entertainment programs were organized to strengthen our professional links.

We departed.....educated and motivated to act on the new insights and knowledge





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**IASAP Pune Chapter Congratulates Surekha Deshpande
on being appointed as the
President of Rotary Club, Pune Metro.**

Wishing you the very best!



Your ambition
is so inspiring!
Congratulations
on your
well-deserved
success!





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IASAP Pune Chapter extends a warm welcome to **Sandra Dsouza**



Sandra has done her BA in Psychology and MBA - Human Resources & Services. She is an ex cabin crew with Cathay Pacific Airways, also a soft skills trainer. She has worked as an Administration Manager for an MNC as well as a Secretary/Home PA for the Poonawallas.

She is working with Pinnacle Industries Limited as an Estate Manager. She loves traveling, meeting people and playing scrabble.

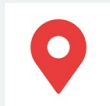
Wishing her Good Luck and active participation.





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Permanent Address
Written by Javed Akhtar

Our joint family home housed 14 of us from age 5 to 95 years.

Today I watch both the houses abandoned and nature taking over the garden my mother used to tend for hours every day. The Jamun, the Drumstick a few Ashok, Neem and Peepal have survived but all beauty is both transient and fragile and the law of entropy powerful. The lovely flowers of myriad colours are all gone. I wonder what happened to the peacock family that came every day and ate from my mom's hand. The Bulbul, the sparrows, the parrots, spotted flycatchers, Cuckoos, a huge troop of monkeys that once in a month would upset the order of the place.

Once people leave, a home becomes a house. Initially I didn't feel like selling and now I don't feel like going. Time has taken away ten of its fourteen occupants.

I walk around our neighborhood and see similar fate of so many homes once full of life now replaced or lying still.

Why do we stretch and stress to build houses? In most cases our kids won't need it or worse fight over it.

What is this human folly of attempting permanent ownership in a leased life with an uncertain tenure given by a landlord whose terms are non-negotiable and there is no court of appeal

One day all we have built with love and EMIs will either be demolished, fought over, sold or lie in ruins.

Every time I fill a form that asks for 'permanent address' I smile at human folly.

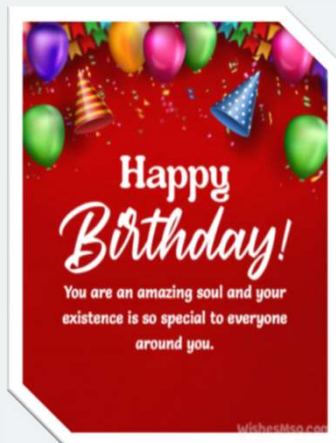
There is a Zen story that an old monk walked into a Kings palace demanding he wanted to spend the night in this Inn and the guards told him, "What Inn, can't you see it's a palace?". The monk said "I came here a few decades back someone was staying there, a few years later someone else took the throne from him, then someone else. Any place where the occupant keeps changing is an Inn."

George Carlin says *"house is just a place where you keep your stuff as you go out and get more stuff".*

As houses get bigger families get smaller. *When the house has occupants, we desire privacy and when the nest empties we crave for company.*

Birds and Animals must be laughing at us humans that give up living in order to build their dream home and in the end depart the Inn they mistook as a permanent residence.

The real folly of human desire!



Kiran Joseph	2/Oct
Malathi Iyer	3/Oct
Blanche D'souza	9/Oct
Ajeeta Shivdasani	11/Oct
Lina D'souza	19/Oct
Hyacinth Arya	21/Oct
Payal Bhatt Pandya	21/Oct
Karen Karbhari	22/Oct
Shirley Pinto	22/Oct
Archana Arora	24/Oct
Deepali Rewale	29/Oct
Pinky Bhata	31/Oct

Chaya Hublikar	3/Nov
Mary D'lima	5/Nov
Nilufer Amroliwala	10/Nov
Assunta Christy	12/Nov
Farida Achadwala	12/Nov
Shital Rawat	12/Nov
Poonam Magoo	14/Nov
Sunita Shivadasani	14/Nov
Veronica Lopez	14/Nov
Asha Narhire	16/Nov
Magdeline Azved	17/Nov
Irene Rato	19/Nov
Rani Pereira	20/Nov
Neetu Anavekar	21/Nov
Maria Colaco	22/Nov
Monica D'souza	24/Nov
Sanobar Kotwal	24/Nov
Medha Joshi	26/Nov
Irene Gonsalves	27/Nov
Rashna Fraser	29/Nov

Doreen Dsouza	1/Dec
Havovi Kanga	3/Dec
Caroline Coelho	4/Dec
Indira Surattwala	4/Dec
Latha Nair	4/Dec
Deepa Sinha	8/Dec
Kavita Bhalerao	9/Dec
Connie Fernandese	13/Dec
Preeti Shinde	13/Dec
Dilnawaz Nekoo	15/Dec
Jyoti Koppikar	15/Dec
Raina Dubey	16/Dec
Jennifer Engineer	20/Dec
Daisy Dsouza	21/Dec
Maria Lobo	22/Dec
Sarita Naidu(Aadhanki)	24/Dec
Meena Pardeshi	28/Oct
Beroze Divecha	29/Dec
Melaine Silveria	30/Dec
Jolly Alex	31/Dec