

# Indian Association Of Secretaries And Administrative Professionals Brain And Brawn

APRIL  
TO  
JUNE  
2021

## MANAGING COMMITTEE

CHAIRPERSON  
BEROZE DIVECHA  
9763708722

VICE CHAIRPERSON  
BAKHTAWAR BATTIWALLA  
9890175552

HON SECRETARY  
MONICA D'SOUZA  
9850152385

HON. TREASURER  
ANNABELLA SALIS  
9822895157

## COMMITTEE MEMBERS

ASSUNTA CHRISTY  
9850893540

PREETI PURSWANI  
9822174576

PREETA VENUGOPAL  
9922933387

IMM. PAST CHAIRPERSON  
UMA NANDEDKAR  
9922950140

## *FROM THE CHAIRPERSON'S DESK....*



Dear Friends,

When the real world appears weary and worn, we have option of escaping into the virtual world. It's been our 2<sup>nd</sup> year, that we have been successfully conducting all our monthly sessions virtually.

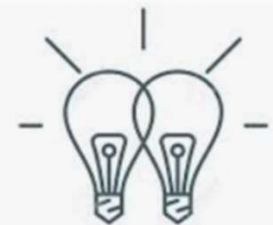
This year too, despite disruptions, a shorter but power packed successful 34<sup>th</sup> AGM was held online via zoom. My heartfelt thanks to all my Committee members, who, despite of their busy schedules have volunteered to take the responsibility in their own area & are giving their best. This is a perfect example of creative synergy and success. We welcome Preeta Venugopal in the Managing Committee.

As another year of success & happiness has passed, with every year comes greater challenges. My dear IASAPian's this year's challenge is the Best Practice Contest (BPC). It is not just the contest but the Pilot project we have taken for the noble cause. I urge that we all come together & contribute generously for a good cause. A very big thank you to those members who have already contributed.

Looking forward for another great year with support & cooperation from my dear members.

God bless you all!! Stay Safe!!!

Beroze Divecha  
Chairperson



CREATIVE SYNERGY

Things do not happen.  
Things are made to  
happen.

John F. Kennedy

## FROM THE EDITOR'S DESK....

Dear All,

**"All my life through, the new sights of Nature made me rejoice like a child"- Marie Curie.**

No doubt, that we all know how vital or important OXYGEN is. From where do we get oxygen? Obvious answer is "Nature".

We have seen or read beautiful examples of how Nature has been rejuvenated by slowing down of human activity, all around the world.

For me personally Nature revives and heals me, and I take active part in contributing towards conservation and sustenance of Mother Earth. Aim is to leave a better planet for the next generation, and I am proud to call myself an Eco-Warrior from home.

5th June is observed as World Environment day to encourage awareness and environmental protection. The 2021 theme of World Environment Day was : **Ecosystem Restoration**. We take a pledge to REIMAGINE, RECREATE, & RESTORE our beautiful Earth for our health and survival.

To protect Nature, large organization measure the impact on our natural environment and launch initiatives to reach a zero-carbon footprint. At our level, we can take mini steps, as every small contribution counts. We can grow trees, rewild our gardens, save water, save electricity, travel responsibly, reduce waste, segregate and recycle plastic. We become the generation that can make peace with nature.

**WISHING EVERYONE A CLEAN, GREEN & SAFE PLANET.**

Kind regards, Assunta Christy

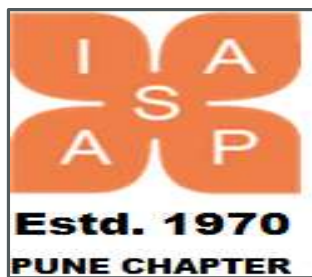


## 10 Plants for the First-Time Plant Parent



House Beautiful





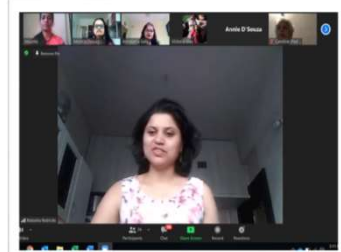
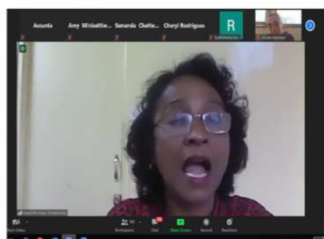
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APRIL 2021



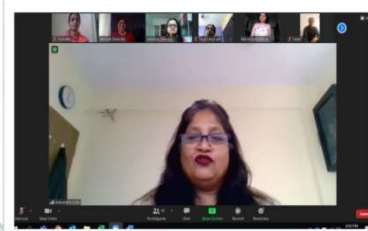
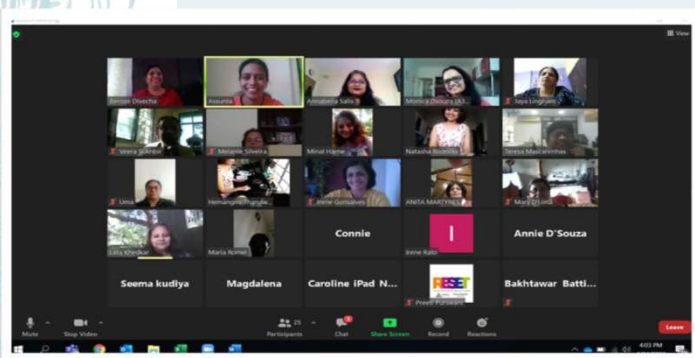
This year the theme for IASAP's Administrative Day celebration was 'RESET, REFOCUS, RECENTER'. Our Mumbai HQ invited all India Chapters to celebrate Admin Professional Day on 22nd April 2021. Our very own member Hyacinth Arya, Trainer and Facilitator, Corporate Finesse conducted a thought - provoking and inspiring session in line with the theme. The message was "Look back to learn, look forward to Yearn". Reboot refresh, re-goal a new thought process and Reset to an adopting mode. Don't complain, add flavor of togetherness, share comedy, share humor. Rediscover the family love. Readjust our homes, reorient, realigned ourselves. Refocus and Rejuvenate to improve your immunity. Pay attention to the food you eat, exercise, meditate. Re-centre and adapt to new skills and hone them. Review that hobby kept on the back burner. We are all moldable, maneuverable... has been taught by the pandemic. Take care of finances. Be positive, stay happy and stay fit.

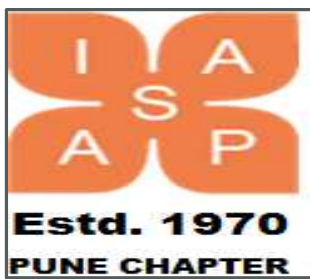


Followed by an exciting Admin Professional Day Celebration by IASAP Pune Chapter on 24th April 2021. Natasha Rodricks Naidu a working professional and passionate for all things, gave tips on kneading and shaping bread through zoom. Trust me the baked bread were so enticing that we could smell fresh cinnamon bread over a zoom call. Natasha made the enthusiasts participants write down the ingredients and answered a lot of questions. Our members will have no difficulty in being able to produce the well cooked, crisp crust, the white & soft crumb and master the art of making your own breads.



The same evening was a live musical evening on IASAP Pune Chapter Facebook by Viraf Daruwalla. Viraf is a playback singer and conducts live shows and much more. It was a perfect Saturday evening with friends and live music. What a fabulous Celebration!





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MAY 2021



On 16<sup>th</sup> May 2021, a master class session on “Career in Event Planning” was conducted by Ms. Suchita Kudale-Motwani, Founder & Director of Entre Nous Experiences Pvt. Ltd., who has a legacy of 24 years building overwhelming relationships in the fast-growing Events Industry.

Ms. Suchita shared her experiential knowledge on executing a successful event which requires a wealth of skills, from a knack for detailed planning to high level multitasking, seamless execution and satisfactory closure of the event. Having a checklist, budgeting, planning, recce visit to the venue, menu planning, negotiating and finalization with vendors, flow of the event are some of the key points. Having clarity in terms of deliverables is the most important point to avoid unpleasant surprises. Learn the art to sniff out the details or solve problems during chaos. Event closure is as important as event itself. Updating documents, photographs, contact lists, databases, reviewing feedback and closure of budgets will be a reference for future events.

This informative session was attended and appreciated by all India IASAP chapters.

Since the role of an Executive Assistant, HR professional and Admin Personnel is extended to that of an Event Planner as company celebrations, team gathering, customer interfaces are held virtually and may be run in-house in the long future.



THE MOST *successful*  
EVENT IS THE ONE THAT  
ACHIEVES YOUR GOALS  
AND EXCEEDS YOUR  
EXPECTATIONS

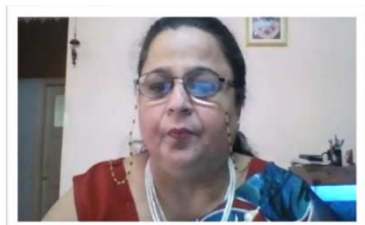




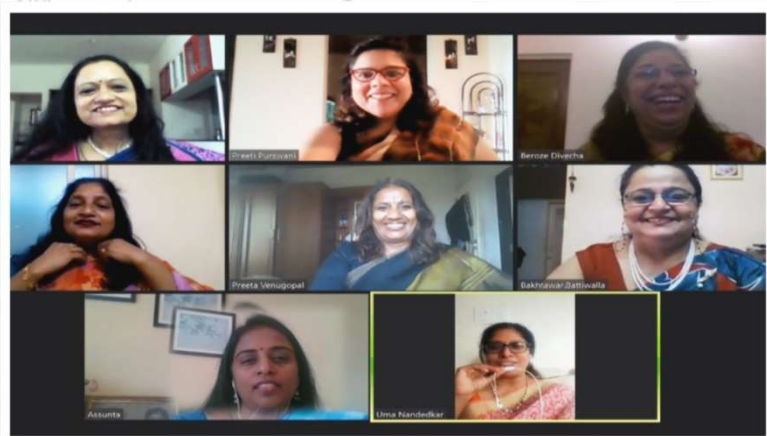
**JUNE 2021**

## 34<sup>th</sup> ANNUAL GENERAL MEETING

- ❑ 34<sup>th</sup> Annual General Meeting was conducted virtually on Sunday, 6<sup>th</sup> JUNE 2021.
- ❑ Returning Officer Ms. Anubha Ramgopal announced that the previous year Managing Committee will continue for 2021 - 22 with addition of a new Committee Member Ms. Preeta Venugopal.
- ❑ Managing Committee took oath to keep IASAP flag flying high.
- ❑ 40 members heartily participated in the AGM and appreciated the Managing Committee for the wholehearted support and team-work.
- ❑ Mumbai Head Quarters Office bearers also joined in for the AGM proceedings.
- ❑ AGM was conducted amicably and peacefully and concluded with the Vote of Thanks!

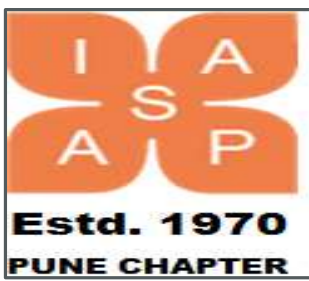


## MANAGING COMMITTEE 2021 - 2022



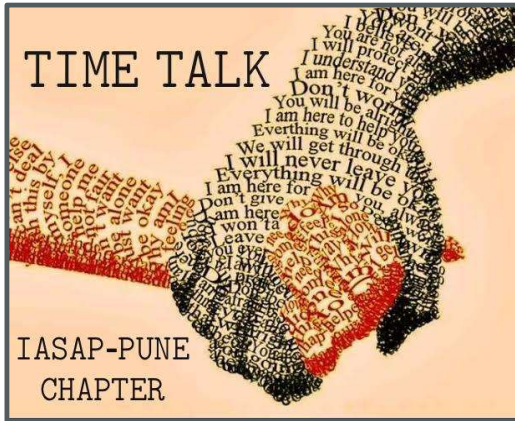
If everyone is moving forward together, then success takes care of itself - Henry Ford





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IASAP - Pune's first INFORMAL Interactive Group "TIME TALK" - Totally Innovative Motivating Exchanges. This group is exclusively for all IASAP PUNE members on WhatsApp. This group is an official group of IASAP, incorporated to allow members to chat, greet, post general jokes, messages, news or information worth improving our profession. Ladies, do enjoy the forum, share your innovative thoughts and stay connected..



## BEST PRACTICES CONTEST (BPC)

We are in the process of changes constantly and one major change that has come our way from this year is that the Administrative Professional Contest (APC) of the Year is now replaced by BEST PRACTICES CONTEST (BPC). All the chapters have to take part in this contest and the best initiative will be awarded.

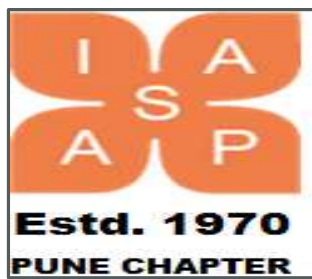
The Objective of BEST PRACTICES CONTEST (BPC) is to focus on help/initiatives extended to needy women or the girl child for their betterment/empowerment. This initiative not only keeps us in line with contemporary initiatives, but it also aligns with the vision, mission and aims of IASAP India and the ASA. This is also a new challenge for us to renew our initiatives, perspectives and approach towards social service at IASAP - Pune Chapter.

We request all our members to support this initiative wholeheartedly.



## 10 ways to love

- Listen without interrupting.
- Share without pretending.
- Speak without accusing.
- Enjoy without complaint.
- Give without sparing.
- Trust without wavering.
- Pray without ceasing
- Forgive without punishing.
- Answer without arguing.
- Promise without forgetting.



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## Life is a journey, enjoy the ride with no regrets....Monica



As I look back on my life, I give thanks with a grateful heart to God and to all the people in my life who have been loving, caring, affectionate, bitter, funny, cheeky, pushy, dashing and helpful, because I believe people are a blessing or a lesson, who helped me shape to who I am today. I guess if life were a bed of roses, I wouldn't experience hard work, determination, consistency and struggle which actually is the spice of life in experiencing joy by overcoming life's challenges.

My parents taught me gratitude, unconditional love, hard work, sacrifice, sharing and celebrating small joys - I still remember every 10<sup>th</sup> of the month (Dad's salary day), he came home with a box of mixed sweets and took us out for dinner at Hotel Priya/Supriya. I would look forward to new dresses on birthdays, Christmas day and New Year, pocket money from Dad, distributing Christmas sweets to the never-ending list of neighbours, walking to school with siblings and friends, the parents meet for unit test results where the heart would beat the fastest and last but not the least running around the postman for our final school results. I treasure all these wonderful childhood memories to which I am ever grateful to my adorable parents and my lovable siblings...the Mendes Family ☺. School and college days are unforgettable memories with lots of best friends and the best of teachers.

As we grow up, we see ourselves based on the perception of others. They say life is a drama, and we all are actors, assigned to play different roles that of a wife, mum, daughter, sister, colleague, friend etc. I accept there is no perfect work life balance because priorities always change, what really worked well was the mindful YES factor, patience, juggling and enjoying every bit of the role.

I actively joined IASAP in my 40's though I had joined IASAP erstwhile NIPS way back. I owe it to Christine Fernandes Gopalkrisnan for pushing me to attend monthly meetings, and for coaxing me to enroll for my first outdoor trip with NIPS. Coonoor was a mesmerizing experience, many thanks to Geeta Rao & entire team for this wonderful experience. The monthly meetings opened up to new learnings, new friends and slowly the visibility of the ME factor also partly due to manageable responsibilities. I enrolled for the contest after a lot of coaxing from our dear members, the result was amazingly shocking to me as I stood the 1<sup>st</sup> runner up. I had never experienced such applauding on stage before, it was an awesome feeling. Can't thank Jasmine & team enough for the enormous gifts and to Hyacinth and Surekha for grooming me for the contest.

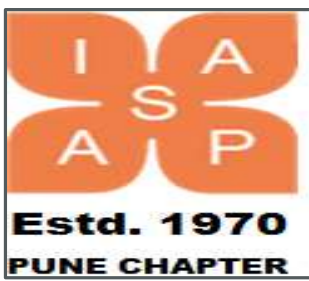


Today the purpose of my life is to be Happy which always was but with more clarity now. On the work front, it has been an amazing journey with lots of learnings and opportunities, though during appraisal time, I did feel short of my non-technical background working for the Engineering department. On the home front, for us as parents, the greatest joy is our kids (lovable & adorable) who are now on their career path. This is a phase of so many wonderful emotions, a life full of surprises, miracles, challenges and love. I miss my Dad who has always been so supportive who is now my angel watching over me from above. I thank God for my family, friends and colleagues who have always been so supportive and loving, especially my Mum to whom even now am no less a kid.

As a new day begins as each night falls, we should be grateful to God as so many people are denied the gift of a new day. And every time the sun dawns, it represents a new chance to live a better, more fulfilling life. Cheers!!!

Contributed by Monica D'souza





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## The Evolution and Future of the Administrative Professional

Secretaries and Administrative Professionals are both essential roles within an organization. However, while some of their responsibilities overlap, their roles are considerably different.

The word secretary comes from the Latin *secretum*, meaning secret. Because heads of state and high officials needed to trust their secretaries with confidential material, the job has traditionally been highly valued.

A secretary's job is mostly clerical, and their role involves tasks such as transcription, typing up documents, filing, copying, call handling, etc.



Here are some of the most common tasks as part of a secretary's role:

- Answering calls and redirecting them where necessary
- Diary and appointment management
- Preparing memos and forms
- Filing and updating employee information
- Travel management for the business
- Taking control of regular receptionist tasks
- Ensuring the office has essential supplies
- Document expense forms
- Typing, preparing and collating reports
- Implementing new business procedures



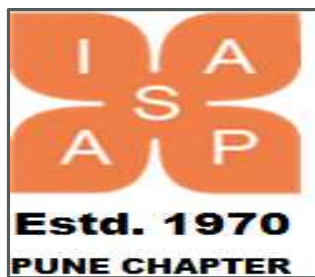
But gone are the days when secretaries took dictation on Steno pads and transcribed correspondence on manual typewriters. Today's administrative professionals rely on state-of-the-art technology to perform their day-to-day duties; in addition to organizing meetings, planning events, creating and giving presentations, multi-tasking ranging from database and website maintenance to video-conferencing. Less than 15 percent of administrative professionals still go by the title Secretary: Most are called Administrative Assistants, Executive Assistants, Office Managers or Office Supervisors.

Over the years, many people have predicted administrative support jobs would disappear because of technological conveniences. Their tasks have moved online and the day of paperwork and filing cabinets are a thing of the past. The modern workplace has evolved dramatically and is only looking to evolve further. Admin professionals are at the heart of this.. However, the career continues to go strong. There are about four million administrative professionals in the workplace, and that number is expected to grow over the next decade.

New technology brought women into the secretarial field in the late 19th century and managing new technology has been a large part of the job ever since. In a survey, 80 percent of respondents said they routinely use word processing, spreadsheet, email and presentation software; nearly half also use virtual meeting and desktop publishing software. Moreover, the majority of respondents predicted their top challenge in the next five years would be **"keeping up with changing technology."**

*Continued on next page.....*





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## The Evolution and Future of the Administrative Professional

To be skilled in these roles, one has to be moving with the times. Whether it's being fully trained on Microsoft Office programs or being able to effectively maintain relationships remotely, the admin professionals of today have faced a big learning curve. They are now a remote, virtual powerhouse, embracing the freedom working from home offers whilst maintaining a productive, professional relationship with the executive or executives they are able to support thanks to modern technology.

Businesses both small and large are increasingly adopting the remote working strategy into their model. The benefits are experienced by both employers and employees alike.

A recent survey noted that 56% of companies allow remote working globally, of which 16% are fully remote & 40% are hybrid; the hybrid system being the most popular. This is becoming increasingly popular with admin professionals as we have seen with the spike in virtual assistants.

A virtual assistant is the same as an admin professional, providing administrative services, however, will conduct their work without the office environment. A virtual assistant often works from home or anywhere suitable, making them a useful, flexible resource for many companies.

What future technological changes will bring for administrative assistants remains to be seen? However, if history is a guide, technology may make administrative professionals more necessary, not less.

## THE ADMINISTRATIVE PROFESSIONAL

**A** daptable  
**D** ynamic  
**M** eets deadlines  
**I** ntegrity  
**N** ifty  
**I** dealistic  
**S** apient  
**T** alented  
**R** eliable  
**A** droit  
**T** op-notch  
**I** mpartial  
**V** ersatile  
**E** fficient



**P** ositive attitude  
**R** esponsible  
**O** rganised  
**F** unctional  
**E** loquent  
**S** mart  
**S** incere  
**I** ndependent  
**O** utstanding  
**N** imble  
**A** ccurate  
**L** evel-headed

Contributed by Jennifer Kumar

## How 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.

### 1. Achieve more by improving your self-confidence

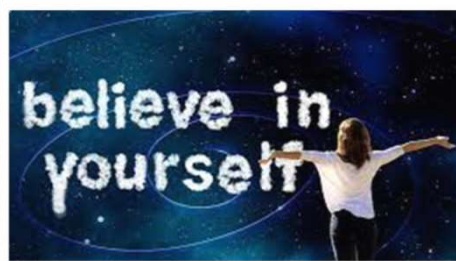
Self-confident people are able to achieve more success as they obviously more confident, they do not over think every small decision and they don't get into situations expecting to fail. People who lack self-confidence set themselves up for failure because they expect to fail even before they even start 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.

### 2. 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.

### 3. Remove 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.



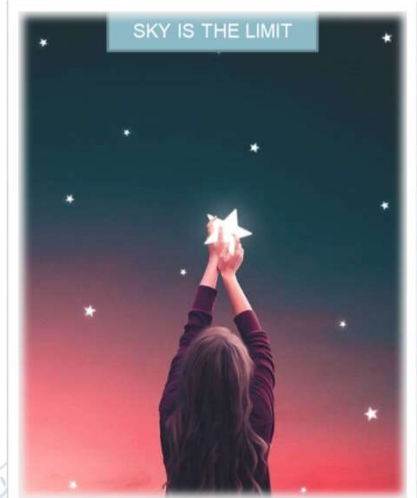
Contributed by Jennifer Kumar

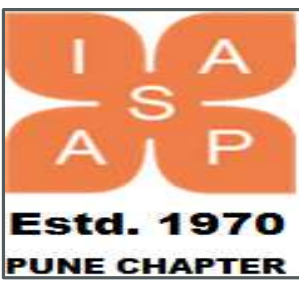


## VIRTUAL SESSIONS ARRANGED BY NATIONAL & INTERNATIONAL CHAPTERS

“The secret of getting ahead is getting started.” Mark Twain

- ❖ 27<sup>th</sup> March 2021 - Bangalore Chapter had an interactive session with Dr. N Venkatesh, Head of Gynecology, Vikram Hospital, Bangalore. Dr. Venkatesh gave a brief overview of the issues faced by women and answered many queries and cleared doubts.
- ❖ 17<sup>th</sup> April 2021 - MAPSA (Malaysian Association) conducted a session on “Bone and Joint Health” by Ms. Sharene Goh, a professional Pharmacist. Sharene is a strong advocate of Public education and speaks often as guest pharmacist at conferences. Her advice is to eat lots of vegetables, perform strength training and weight-bearing exercises, consume enough protein, eat high-calcium foods, get plenty of vitamin D and Vitamin K, avoid very low-calorie diets.
- ❖ 15<sup>th</sup> May 2021 - Mumbai headquarter arranged an all-India session on Grooming Hacks & Tips by Ms. Diana Quadras. Ms. Quadras explained and provided skincare tips, Product knowledge and how to choose a particular product for yourself, make up tips and hacks and changing from day make up to night glam. Our lovely ladies are all set to look more gorgeous.
- ❖ 29<sup>th</sup> May 2021 - Delhi Chapter organized a session on sleep therapy by Mr. Arvind Sharda. Sleep disorders can be caused by and trigger emotional health problems such as anxiety, stress, and depression. Sleep therapy is an effective way of treating the underlying problem rather than just the symptoms, helping to develop healthy sleeping patterns and good life.





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## VIRTUAL SESSIONS ARRANGED BY NATIONAL & INTERNATIONAL CHAPTERS

### WELLNESS OF THE BODY, MIND & SOUL

By Christina Roberts (Member of Malaysian Association)

13th March 2021



A healthy mind is a healthy body as a whole,  
So, align your Body, Mind & Soul as life's goal,  
Give a holistic approach to Body, Mind & Soul.

Eat, work, exercise regularly to prevent ill health,  
Watch your mental health; it is the body's real wealth.  
Be true to your purpose, surreptitiousness is only stealth.

The 3 key aspects of Food, Exercise and Sleep are achievable,  
Be more educated on all pros and cons, don't just be gullible,  
Take and seek advice only from the experienced and reliable.

Understand the foods you consume, and know what nutrition is,  
Connect with wellness experts; do not leave your life to imagination,  
Body is a Temple -Keep it clean & healthy with the right prescription.

White foods are mainly processed, so stick to ones you can create,  
Probiotics create the right balance and ensure your guts do vibrate,  
Fermented foods also help in digestion learn consume & appreciate.

Live with a vision and mission to celebrate life with gratitude,  
Track life goals and focus on achieving them with the right attitude.  
Meditate for inner peace resulting in a better stronger altitude.

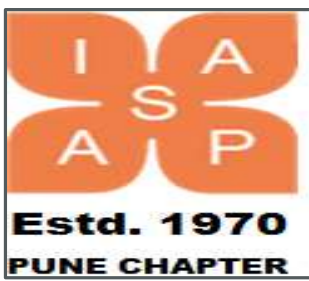
Integrity - Honesty & Loyalty are virtues that lead to acceptability,  
Peace - is hard to achieve, but practice achieves it automatically,  
Love - unrestricted widens scope to give & accept unconditionally.

Walk to improve overall well being, strength and capacity,  
Walking benefits the various parts of the body's complexity,  
The body & mind become more flexible with greater elasticity.

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Summation by Hyacinth Arya





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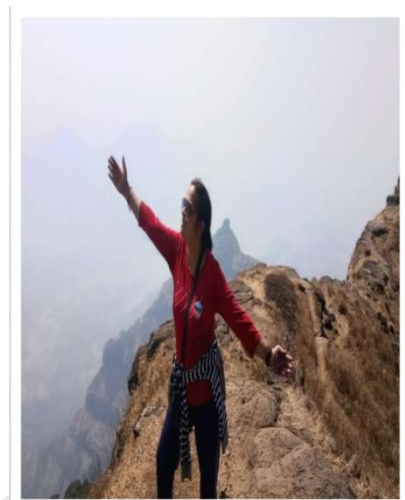
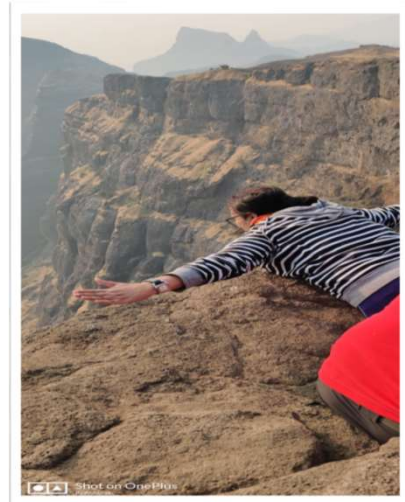


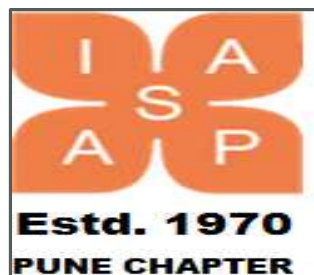
Swati Shirwale says, "My zeal has taken me to conquer highest peak of Pune District - Taramati, which lies at an altitude of 1,431 meters through Kokankada (a dream climb)". The Kokankada cliff is the major attraction of Harishchandragad. This nature architecture is beyond description and from the top you get to see an incredible panoramic view of the Sahyadris.



Swati is unstoppable and has participated in Miss and Mrs Wonder Woman - all India contest and won the title of "Mrs Awesome". Indeed, she deserves it! This mega contest and scoring is based on the overall first impression, sense of confidence, knowledge, personality and stage presence.

**CONGRATULATIONS!** Swati and IASAP Pune is proud of you!





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Joanet Lobo	2/Aug
Anita Nair	3/Aug
Sita Muralidharan	6/Aug
Marie Menezes	8/Aug
Maria Sequeira	9/Aug
Nirmala Rawat	13/Aug
Juhi Sadhwani	15/Aug
Tesie Mony	16/Aug
Helen Netto	18/Aug
Saroj Paranjape	20/Aug
Preety Vaz	24/Aug
Kamla Ramanathan	25/Aug

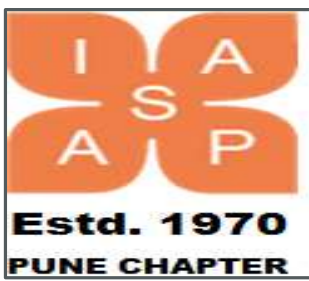


Chaya Hublikar	3/Jul
Meena Kapoor	3/Jul
Supriya Panchal	3/Jul
Muriel Christy	4/Jul
Elizabeth Fernandes	8/Jul
Geeta Rao	8/Jul
Zeeba Irani	8/Jul
Gracy D'souza	9/Jul
Suchitra Gokhale	9/Jul
Hetal Negandhi	11/Jul
Monica Mangal	15/Jul
Shanta Mohan	15/Jul
Sandra Rebello	16/Jul
Elizabeth Daniel	19/Jul
Anita Martyres	22/Jul
Cynthia Sangale	31/Jul
Pushpa Gonal	31/Jul



Geeta Sadhwani	1/Sep
Shernaz Kutar	2/Sep
Ratika Khenat	6/Sep
Aparna Deshpande	7/Sep
Preeta Venugopal	9/Sep
Vrishali Dalvi	11/Sep
Lakshmi Narayan	15/Sep
Angelica Valentine	16/Sep
Padmaja Avachat	21/Sep
Bella Lemos	21/Sep
Surekha Deshpande	22/Sep
Ashwini Agnihotri	25/Sep
Nawaz Vijaykumar	25/Sep





# Indian Association Of Secretaries And Administrative Professionals Brain And Brawn

APRIL  
TO  
JUNE  
2021



## IN LOVING MEMORY



*With profound grief we inform you of the sad demise of Mrs. Virginia Elbinias (Gin), Founder of The Association of Secretaries and Administrative Professionals in Asia Pacific (ASA) on 11<sup>th</sup> April 2021. Her love, knowledge and passion for the progress of our fraternity will be missed by all. She leaves behind a rich legacy for us to take forward. We pray that her soul rests in eternal peace.*



# Thank you!

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