



# On-line

The monthly Newsletter of the Indian Association of Secretaries and Administrative Professionals, Tamil Nadu Chapter

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TN.IASAP@YAHOO.COM

OCTOBER 2019

## Managing Committee (2019-2020)

### **Chairperson**

R B Sudha  
Tel : 94441 71413

### **Vice Chairperson**

Usha Reddy  
Tel : 99406 17453

### **Honorary Secretary**

Treasure Jacob  
Tel: 98408 50348

### **Honorary Treasurer**

Jayalakshmi Murali  
Tel: 92810 57038

### **Imm. Past Chairperson**

Priya Balaji  
Tel: 98840 98157

## Committee Members

### **Indra Prabha**

Tel: 98844 76914

### **Lalitha Veeramani**

Tel: 98410 11004

## Words of Wisdom

When someone is  
nasty or treats  
you poorly, don't  
take it personally.  
It says nothing  
about you, but a  
lot about them.



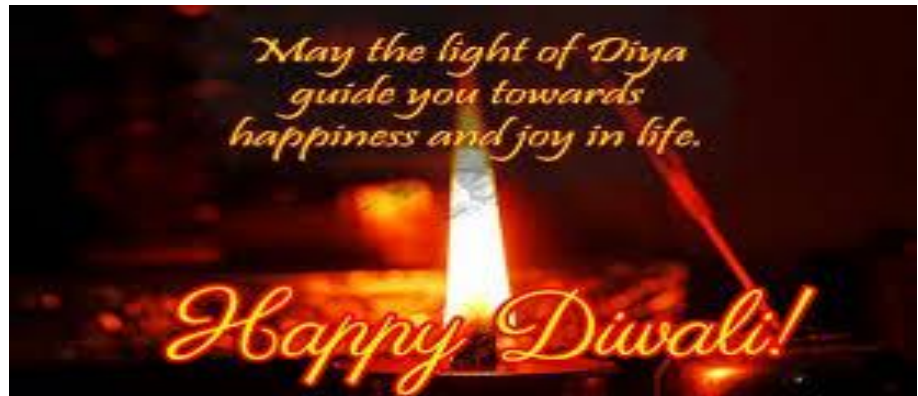
Dear Members,

### October 16 - Boss' Day

Boss's day is the day dedicated to all employers. It is a time for employees to appreciate their bosses and thank them for being kind and fair throughout the year. Boss's Day becomes instrumental in improving employer-employee relations. There are times employees do not understand the hard work and dedication that their superiors put in and the challenges they face on a daily basis. Bosses Day is a great opportunity to appreciate and be thankful for all the things management have done for their employees. Sometimes we just don't think enough about our Boss's or what they go through to help keep us working and make sure our wages get paid. Boss' Day reminds us that it's not all roses at the top of the pecking order either, so be sure to thank your boss for all they do! Boss's Day wishes to all our dear members!

### October 27 – Deepavali

Deepavali is considered as one of the important Hindu festival. Diwali is celebrated as a significance of triumph of good over evil after Lord Krishna's Victory over Narakasura. May the diyas that you light, add a wonderful glow to your everyday life and bring happiness, prosperity and contentment to your heart. Wishing you all a Very Happy Diwali!



Yours  
Sudha RB



**APC 2019 – Tamil Nadu Chapter –  
held at Hotel Courtyard Marriott on the  
14<sup>th</sup> Sept 2019**

APC was one of the much-awaited events, after two years. The preliminary step of the contest was the written test, which was held on 10 Aug'19, at one of the Murugappa Group's offices. The test was conducted across India for all seven regions, at the same time.

The dawn of 14<sup>th</sup> Sept'19, began around at 10.00 am after the Judges arrived at the Hotel. The participants were seen to be very energetic and enthusiastic in the "Group Discussion" on one of the hot topics for about 30 mins. This was followed by the "Personal Interview" on individual basis. That marked the completion of Stage I and II of the contest.

The evening session – Grand Finale, started around 7.00 pm with our Chairperson's welcome speech. It was amazing to witness a good crowd with presence of some Bosses, trainers, member's spouses and other guests.

Surekha Johnson was the Emcee for the whole evening, who did a commendable job keeping the audience lively until the end of the event. She invited the Committee / Sub-Committee to the stage and introduced them to the audience. (Committee: RB Sudha, Priya Balaji, Usha Reddy, Treasure Jacob, Jayalakshmi Murali, Indraprabha & Lalitha V and the Sub-Committee: Juliet Ramamurthy).

All the three Judges were very eminent, and they were introduced as well. The contestants then took the stage for the "Extempore Round", which was final - stage IV. Every participant displayed an impeccable performance and the applause they received spoke volumes of how well they have travelled until then. While the esteemed judges were given time for consolidating the results, the Emcee conducted some lucky draw for the bosses, members and guests and prizes were distributed. It proved to be a Herculean task for the judges to identify the winners. However, they did a splendid job and eventually announced the Tamil Nadu Chapter Winners of APC 2019:

- Chitra Chidambaram (Sheenlac Paints) – Winner
- Maria Renaux (Radiance Realty) – 1<sup>st</sup> Runner-up
- Rajalakshmi (Tata Consultancy Services) – 2<sup>nd</sup> Runner-up

A special mention must be made about Juliet Ramamurthy for her outstanding work on preparing the contestants right from the written test until the extempore speech. She took the contestants through undeterred and promptly guiding them and the Committee with her priceless expertise.

The evening ended with a vote of thanks followed by a sumptuous dinner. A few of the members enjoyed dancing away to the DJ's beats.

All the Winners and the other participants received so many prizes / gifts, which were literally awe-inspiring. Overall, it was a grand ending to the much-awaited APC.

Gita Rajamani





## 5 Characteristics of Exceptional Executive Assistants

High-performing assistants are masters of Outlook, Excel, Word and PowerPoint. They're whizzes at time management, accounting, payroll and social media. They coordinate meetings, arrange travel, choose vendors, negotiate contracts, manage the boss's calendar, prepare reports, supervise staff—and much more. In short, they're indispensable. meetings, arrange travel, choose vendors, negotiate contracts, manage the boss's calendar, prepare reports, supervise staff—and much more. In short, they're indispensable. Here are just five of the many characteristics that allow outstanding executive assistants to rise to the top and remain there.

- 1. Professionalism** - Top-flight assistants treat everyone—from the mailroom staff to the CEO—with respect. They don't play office politics, gossip about coworkers (or the boss), or betray confidences. As a result, when a crisis occurs, they can turn to absolutely anyone within their organization and be assured of obtaining immediate help.
- 2. Collaboration with the boss** - Exemplary assistants view themselves as their boss' partner. They routinely anticipate—and fulfill—his or her needs. They work with the boss to accomplish his or her objectives, complete tasks that would otherwise clog up the boss' schedule, and always strive to make him or her look good. Their loyalty is rewarded with the boss' implicit trust.
- 3. Outstanding organizational skills** - It's not by chance that exceptional assistants are calm in a crisis. This ability comes from knowing everything that's happening with everyone—the boss, the department and the organization as a whole—as well as with being aware of the status of every ongoing project. Being detail-oriented and proactive allows these assistants to remain self-possessed no matter what kind of pressure they're under.
- 4. Excellent communication skills** - Executive assistants are often the first person to greet clients, customers and vendors. As the organization's go-to person, the ability to communicate clearly, concisely and persuasively face-to-face, as well as in reports, memos, client communications, even routine emails, is vital.
- 5. Willingness to go the extra mile** - All top assistants are willing to learn. They stay abreast of new procedures, technologies and software. They're independent thinkers who never need hand-holding.

..Contd...

Should they become overwhelmed, they prioritize, delegate, then proactively follow up. These assistants are tireless when it comes to resolving problems, averting crises, and fulfilling commitments, even in the face of significant push-back.

In short, every high-performing assistant is smart, confident, flexible, reliable, well-organized—and a tremendous asset to their organization

***Here's wishing all the Members celebrating their Birthdays in October & November 2019***

### OCTOBER

2<sup>nd</sup> Alamelu V  
2<sup>nd</sup> Deepali Chauhan  
4<sup>th</sup> Sabitha Rozalla  
4<sup>th</sup> Moira Menon  
4<sup>th</sup> Lalitha Veeramani  
6<sup>th</sup> Shobana P  
7<sup>th</sup> Vijaya Venkatesh  
8<sup>th</sup> Vijeswari Rajaraman  
10<sup>th</sup> Rebecca Pereira  
15<sup>th</sup> Maureen Beck  
15<sup>th</sup> Meena Anandan  
17<sup>th</sup> Glynis Joseph  
18<sup>th</sup> Margaret Rozario  
18<sup>th</sup> Sharon Saldanha  
20<sup>th</sup> Candy Prim  
22<sup>nd</sup> Pam Fernandez  
24<sup>th</sup> Seretta Browne  
26<sup>th</sup> Naaz Tyebbhoy  
26<sup>th</sup> Cheryl Foregard  
27<sup>th</sup> Hemalatha Raju  
28<sup>th</sup> Anitha Venkatachary  
31<sup>st</sup> Jessie Edwards

### NOVEMBER

1<sup>st</sup> Nicola Jayakumar  
1<sup>st</sup> Sunitha Wilfred  
2<sup>nd</sup> Treasure Jacob  
7<sup>th</sup> Audrey Krishnan  
7<sup>th</sup> Anantha Lakshmi  
11<sup>th</sup> Chitra Chidambaram  
13<sup>th</sup> Karen Peterson  
13<sup>th</sup> Deepa Selvan  
14<sup>th</sup> Shoba Ryan  
18<sup>th</sup> Anester Antony  
21<sup>st</sup> Nirmala Bhaskar  
25<sup>th</sup> Freeda McLeod  
26<sup>th</sup> Shobana Sairajkumar  
27<sup>th</sup> Rita Vincent  
27<sup>th</sup> Belinda Fernandez  
27<sup>th</sup> Geraldine Rajan  
28<sup>th</sup> Tessie Morris  
29<sup>th</sup> Anita Martin

**Date** : 19th October 2019

**Time** : 12.30 noon onwards

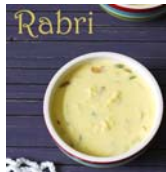
**Venue** : Novotel Chennai  
11, Chamiers Road,  
Nandanam,  
Chennai - 600 035

**Highlights** : Lunch @ 1.00 PM  
Please see Notice Board  
for other details

**Charges** : Members - Rs.150/-  
Guests - Rs.200/-

**RSVP** : 17th October (office hours)

## RABRI OR RABDI RECIPE



### Ingredients

8-10 Almonds , Blanched peeled and chopped  
8-10 Pistachios , Blanched peeled and chopped  
1 ½ litre or 6 ¼ cups Milk (full fat or whole milk)  
3 tablespoons Sugar  
3-4 strands Saffron

### Instructions

To blanch almonds and pistachio, add them into boiling hot water and let them sit for 20 minutes. Then discard the water, peel the skin and slice them.

### Making rabri or rabdi recipe:

Take milk in a wide, heavy bottom pan on medium heat. Once it starts boiling lower the heat to medium-low.

As soon as the cream layer is formed on top, collect with spatula and stick to the side of the pan. Keep collecting and sticking the cream layers till it reaches ½ of its original volume. It took me 1 hour and 10 minutes total.

You have to stir it occasionally to make sure that it is not sticking to the bottom. But do not stir that often or quickly otherwise the cream layer will not form on top rather it will disintegrate into the milk.

Once the milk is thick and ½ of the quantity, add sugar and saffron.

Again cool and keep collecting the cream for 5-7 minutes. Then scrap off all the cream from the sides of the pan and gently mix, simmer for 2 minutes.

Lastly add sliced nuts and turn off the stove. Serve it warm or chilled.



*Wishing all the Members celebrating their Wedding Anniversary in October & November 2019*



- Speaker Session – Apollo Hospital
- Felicitation of APC 2019 winners
- Pune Convention debriefing
- Christmas Party will be celebrated on 14th December. Kindly block the date on your calendars. More details will follow.

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