



# On-line

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

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October 2023

### Managing Committee (2023-2024)

#### Chairperson

N. Sasirekha

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#### Vice Chairperson & Honorary Secretary

Treasure Jacob

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#### Honorary Treasurer

Indra Prabha

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#### Imm. Past Chairperson

Priya Balaji

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### Committee Members

Sandhya SP

Ph: +91-97890 91404

Jayalakshmi Murali

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### Words of Wisdom



### Dear Members,

After serving in the IASAP Committee/Managing Committee for 11 years, I have handed over the baton to Ms. Sasirekha to take the role of Chairperson. I wish to express my heartfelt gratitude for the invaluable support provided by each one, during my entire tenure. No one comes with an experience at the beginning and on that note, I too was raw when I took over as the Chairperson of Tamilnadu Chapter in 2017 but I could build on my strengths with the support of them. It has been a true honour and I feel very satisfied that I have done full justice to the Committee in whatever roles I have handled.

I want to convey my appreciation to Sudha, our Immediate Past Chairperson, for her guidance and support throughout my leadership, which significantly contributed to the successful completion of my term. Also, I am thankful to the team I had recently (Treasure Jacob, Maria, Sasirekha, Sandhya, IndraPrabha), other friends outside of the committee and the Convention Committee for their dedicated support, which played an essential role in ensuring the timely completion of tasks as well as the outstanding success of both our Chapter and Convention. Without their assistance, such achievements would not have been possible. I extend a warm welcome to our new Chairperson, Ms. Sasirekha, as she takes on this role, and I thank all the members for attending the meetings despite their busy schedules. I would like to reiterate my special appreciation for the outgoing committee and convey my best wishes to the new committee as they embark on their journey.

Priya

### Dear Members, (Message from New Chairperson):

First let me begin my first message by thanking every member of the Association for electing me as your Chairperson. This position comes with loads of responsibilities and dedication to perform and to gain your utmost satisfaction. The Managing Committee, as a team, needs each and every member's support in executing a successful task in all matters.

Going forward, we have a very challenging year ahead, but as a team we are confident and strongly believe in the quote **"Team Work never Fails"**. We will try to bring out different strategies for the betterment of the Association. Each member is a talented professional to this Association and we welcome your valuable suggestions and ideas to improvise us to work even better.

I also thank Priya Balaji, our immediate Past Chairperson and my Committee counterparts for their remarkable service during their tenure.

We have planned to have a Lucky Secretary draw in all our future meetings. Who knows you may be the winner of the day too, only if you attend!!!.

I urge all the members to attend the meetings without fail. Your presence and participation will greatly enhance the proceedings of the meeting.

**Sasirekha N**

## HAPPENINGS

The 40<sup>th</sup> Annual General meeting of IASAP (Tamilnadu Chapter) was held on 19<sup>th</sup> August 2023 at Hotel Shilton Dee Cee Manor, T. Nagar, Chennai attended by 25 members.

Chairperson Priya Balaji welcomed the members and proceeded with the agenda items.

The minutes of the last AGM were approved. The Secretary's Report for the year 2022-23 was also approved.

The accounts were then considered. There were a few questions raised regarding funds in the savings bank, when we can fetch more interest if it is placed in fixed deposit. It was clarified that the chapters need to send money to the charity commissioner in Mumbai. Once this is done, there will be clarity on the balance amount available. Members suggested that the amount may be placed in 2/3 short-term FDs. It was also mentioned that a sum of Rs. 8 lakhs was paid as GST on registration fee for the convention and the entire pan India members benefited.

Re-appointment of auditors, the same auditors will continue for another year. However, enquiries will be made to get some other auditors as this auditor has been delaying finalizing the accounts.

The election of office bearers was done by Mr. Jagadeesan, the returning Officer, and he announced the names of office bearers.

Since no nomination was received for vice chairperson, Treasure Jacob was requested to accept dual responsibility. Hence, she will be Vice Chairperson and secretary.

The proceedings were witnessed by Kashmira and Vijayalakshmi through video from Mumbai Headquarters.

We were informed about Kolkata convention in August 2024. Members desired to have a Pre or Post trip, visiting places like Darjeeling, Gangtok, etc.

With regard to ASA congress to be held in Thailand in September 2023 Priya informed that Hyacinth Arya from Pune chapter will collectively be making a presentation on behalf of all chapters in India.

**Jessie Edwards**

## KNOW YOUR COMMITTEE



### **Sasirekha N**

I am Sasirekha working as GM Operations in Ishwariyams Group. Overall, 25 years of experience in Healthcare Industry and worked in Corporate companies like Vasan Health Care and Prem's Eye Hospital in Administration, Accounts, Operations, procurement, HR and Secretarial Operations and was reporting to Chairman & Top Management Executives. I have completed my graduation in Corporate Secretaryship.

I am an Independent and self-motivated professional with excellent research and writing skills and am able to develop positive relationship at all organization levels.

I have actively participated in various awareness programs and coordinated with professionals in various conferences. My Strength is dedication, able to prioritize and complete multiple tasks to achieve the goals. My Hobbies are professional networking, listening to music and exploring new ideas.



### **Treasure Jacob**

I am Treasure Jacob, working as Admin cum Floor Manager at Skin Envy. I have 25 years of working experience in Merchandising and administration. I am a friendly person and love music, cooking and dancing.



**Indra Prabha S**

I am Indra Prabha S, working as Senior Manager- Accounts in Tata Consultancy Services Ltd, Chennai. I have 25+ years' experience in Administration and Project Management. I am passionate about Music, Dance and Sports.



**Sandhya.SP**

I am Sandhya.SP working as an Admin associate in Tata Consultancy Services Chennai. I have 18+ yrs experience in Administration, including 4 yrs experience as EA to Branch Admin Head. I am a reliable and a friendly person who adapts with everyone. Passionate about music and dance.



**Jayalakshmi Murali**

I am Jayalakshmi Murali, currently working as EA-CEO/ Head -Travel in Tata Digital P Ltd. I. have 8 years of rich experience as Secretary, HR and Admin field in various corporates. I have completed my graduation in corporate secretaryship and holding professional degree in HR. My core strengths include working in challenging environments, adapt to the changes, strong communication skills, sincere dedication in achieving the goals and ability to work as a team player.

**Newly Elected Office Bearers**





### July 2023

1st Audrey Powell  
2nd Shital Kushari  
2nd Raja Rajeswari Baskar  
3rd Vilma Aruliah  
9th Raji Krishnamurthy  
9th Monica Bansal  
9th Jacqueline Rodrigues  
10th July Lalitha Jose  
10th Crystal Aubert  
11th Florence Mariadoss  
14th Sukanya Shankar  
15th Hazel Gibson  
16th P. Karthika  
17th Alexis D'Souza  
18th Bernadine White  
18th Rajalakshmi T  
20th Lovelyn Hector  
20th Lakshmi Ganesh  
20th Vijayalakshmi Santhanam  
24th Rita  
25th Madhumathy Alexan  
27th Banu Priya Nayar  
28th Nirmala Nambiar

### August 2023

2nd Nisha Menon  
5th Surekha Johnson  
6th Shirley Heldt  
8th Sheryl Stevenage  
12th Claire Bentley  
12th Geetha Sampath Kumar  
12th Suzanne D'Monte  
13th Theresa Maria Kennedy  
15th Sheela Glory  
15th Priya Balaji  
17th Vidhya SP  
20th Rama Ranganathan  
21st Treasure Henderson  
24th Christine Luker  
25th Averil Rodrigues  
25th Kanchanamala P  
26th Geralyn Stephens  
28th Cheryl Dique  
31st Usha Reddy

### September 2023

4th Sandra Smith  
11th Arasi Shanmugam  
12th Mala Manishankar  
13th M Renuka Devi  
15th Vidhya Sivakumar  
15th Poorna Juliet Jerin  
16th Perpetua Frantz  
17th Shanthi Chandrasekharan  
25th Vijayalakshmi V  
26th Vijayalakshmi L N  
28th Marie Baskaran  
28th Rebecca Patrick



**October 2023**

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

**We wish all the members celebrating their Wedding Anniversary. Cheers to many more splendid years!!**



**MEETING**

**Date : Saturday 14<sup>th</sup> October 2023**

**Time : 2:30 pm**

**Venue :**

**Hotel Park Elanza  
Hall- Cassia 1 ( Level Two)  
No.125, Valluvar Kottam High  
Road, Nungambakkam,  
Chennai 600 034.**

**Speaker :**

**1. Ms.Gita Rajamani – 30 mins**

**Topic : Discovering the Real “ME”**

**Q & A Session – 10 mins**

**2. Mrs. T.ISHAA – 30 mins**

**Topic : Awareness Program about  
MSME Schemes for Women**

**Q & A Session – 10 mins**

**3. ASA Thailand Trip by Karen  
Peterson – 10 mins**

**Charges : Rs 150/- per head**

**RSVP : 12<sup>th</sup> October 2023**

**EDITOR'S ADDRESS**

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## Glimpses of ASA Congress

The 25<sup>th</sup> ASA Congress was held from 8<sup>th</sup> to 12<sup>th</sup> September in Bangkok, Thailand. From our Chapter, Arasi Shanmugam & Karen Peterson Participated in the Congress.

It was indeed a good Congress with a total delegation of 300 participants from various South Pacific countries.

India was the second largest participant Country, with Papu New Guinea (PNG) being the largest participating country with a number of 75 participants. And the third was Malaysia. The participants were overwhelming with enthusiasm and glow. The topics were of great interest and speakers shared very impressive success stories and life changing experiences.

The sharing of knowledge was on an updated topic being Artificial Intelligence (AI), the most trending topic in this era. The networking was interesting and the host country was very caring and lovingly accommodating.

All had a blast and each day was very interactive and interesting.

## IASAP Tamil Nadu Chapter participants Arasi Shanmugam & Karen Peterson.



## IASAP India participants in ASA – 2023



Sri Lanka was the winner country for ASA Project Contest 2023 in Bangkok. Congrats to all the members of Sri Lanka Association – SLAPS. May their CSR work be a success and we wish them well in all their endeavors.



ASA Flag, Plaque & Golden Hammer & Tray were handed over by ASA President, Thailand to the next host President, SLAPS Sri Lanka. 2025 is the next ASA in Sri Lanka.