



Admin Pro

Golden Jubilee Issue

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Hello Members

Just as the Tokyo Olympics 2020 was held in the following year, it seems that despite our best efforts, DSSP's Golden Jubilee celebration will also need to be held next year. Meanwhile, let us rejoice in the 50th Birthday celebration of DSSP's Secretary **Clara D'Souza** and, the greetings we have received from our **ASA fraternity**.

They say 'reading makes a complete person', so why not **browse our members contributions too**: DSSP's Social Secretary **Naureen Rodrigues** was featured on her company website which has been reproduced in this issue, DSSP's Treasurer **Marina Fernandez** tells us how to contribute at meetings, there is a message on how responding to messages in a timely manner can be a good communication practice, EC Member **Barbara Dcruz** shares some life lessons and there are also benefits of walking which you may wish to consider, to round it off we have some wit to make you chuckle and some words of wisdom to ponder on.

Cheers till we meet again!



Sunnu Golwalla

Editor

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My 50th Birthday

Oh wow, I turn 50 this year!



I thank my Lord for my life to be celebrating this milestone, the Big 5-0. He has moulded and made me the person I am today. I would truly like to thank Him for all His blessings and everything that I am today.

By nature, I am one who has been determined to strive and to be the best that I can, no matter what the circumstances were. As I continued to grow, I have created beautiful memories, made each moment count and radiating the love filled passions to each one that I came across. I have developed passions along the way which I am proud of. I am sure all of us can say that we are eternally grateful for our lives and that one never loses their zest for life as we progress in age.

I have found great friendship in fellow members and would like to thank each of you, you know who you are 😊, who have in one way or another shaped me to be the person I am today.

Through the ups and downs of life, I have been supported and guided every step of the way and that has only reassured me of what really matters in life. **All the flashy and shiny things slowly begin to fade in life, though the one thing that continues to shine in our world is the true connections and relationships we have formed with our family and friends.**

It is an honor to be sharing this celebration with DSSP as we both turn 50 this year.

Cheers to many more years!

Clara Ann D'Souza (DSSP's Secretary)



The pandemic only allowed a celebration with her family and closest friends,

but Clara's message will touch you: it shows the beauty of her mind.

Greetings from our ASA Fraternity

(Placed in the order in which these were received)

EDNA MARTIS, PRESIDENT – ALL INDIA,

INDIAN ASSOCIATION OF SECRETARIES & ADMINISTRATIVE PROFESSIONALS (IASAP)



Greetings dear members,

Coming together is a beginning

Keeping together is progress

Working together is success

Fifty glorious years - a big milestone for the Distinguished Secretaries Society of Pakistan (DSSP) and its members to draw from its rich history and feel a sense of pride in its achievements. It is also an opportunity for reflection, building connections and celebrating successes. IASAP is fortunate to have been associated with DSSP for many years. We wish you many more years of unparalleled success and unrivaled service to the secretarial fraternity.

To all your members – keep the DSSP flag flying high!

Cheers to the next 50!

BETTY PHUA

MAPSA PRESIDENT



Dear President Ms Natasha Mavalvala,

On behalf of Malaysian Association of Professional Secretaries & Administrators (MAPSA), it is my great honour and pleasure to extend my warmest greetings and heartiest congratulations to you and all members in Distinguished Secretaries' Society of Pakistan (DSSP) for reaching this remarkable milestone its 50th Anniversary. I am certain DSSP will continue to grow and evolve beyond as it undertakes the many challenges that lie ahead.

The support of the members and the companies they work for is very important for the sustainability and success of professional organizations like ours and I am sure DSSP members share fully the appreciation of this vital support.

Please convey to your members our felicitations upon this golden jubilee celebration of achieving this milestone and accept our best wishes for your leadership as President during this exciting year especially during this Covid-19 pandemic period with many challenges we now face.

We wish all to keep well and stay safe and healthy always. Regards,

**ALVINA CHUNG, LIFE PRESIDENT
ASSOCIATION OF SECRETARIES & ADMINISTRATIVE PROFESSIONALS (BRUNEI)**



On behalf of ASAP (Brunei), I am pleased to offer my congratulations to DSSP as you celebrate your association's 50th anniversary.

This special milestone gives DSSP an opportunity to reflect upon the achievements and the results of the combined efforts of every member.

Again, congratulations to DSSP for reaching an important milestone. May this journey of your association continue in many more years to come.

Warm regards

SANDRA THOMASZ, PRESIDENT

SRI LANKA ASSOCIATION OF ADMINISTRATIVE AND PROFESSIONAL SECRETARIES



I am delighted to extend my warm congratulations commemorating your 50th and Golden anniversary of your association on behalf of the Sri Lanka Association of Administrative and Professional Secretaries.

Further, we send you wishes of continued success, prosperity, and luck for all your future ventures ahead.

We hope that you continue to set the example of one of the best secretaries' associations in ASA for the coming years

DR SUNETHRA JAYARATNE NUGAWELA

CHAIRPERSON/EXECUTIVE DIRECTOR, ACADEMY FOR ADMINISTRATIVE PROFESSIONALS

PAST PRESIDENT, HONORARY LIFE MEMBER & PAST ADVISOR, SRI LANKA ASSOCIATION OF SECRETARIES & ADMINISTRATIVE PROFESSIONALS

FELLOW MEMBER, INSTITUTE OF ADMINISTRATIVE MANAGEMENT –IAM (UK)



Congratulations!

Five decades ago, DSSP was a concept in the minds of a handful of dedicated secretaries and today it is a leader and a role model of emulation. The preciousness of having spent valuable years together by likeminded professionals is the present accomplishments of remarkableness, growth, exclusiveness vesting pride to administrative professionals.

Since 1997, through ASA, I was acquainted to this prestigious association. It is with much gratitude I salute and pray for eternal peace of Late Ms Maharukh Bhiladhwalla (MOK) who was my dear friend. Her contribution to DSSP was tremendous. MOK was also the Pakistan Coordinator to Academy for Administrative Professionals (AAP). She enjoyed imparting knowledge and had a sense for AAP. Her Sri Lanka visits and being my guest brings me immense satisfaction and beautiful memories. My sorrow

supersedes with the happiness, seeing her super line of understudies who ensure the existence of DSSP. Natasha Mavalvala, Cheryl Mathew, Sunnu Golwalla and the entire teams' one mission, one goal attitude is praiseworthy.

You started with a few

But now we are many

Not only in numbers but also in

Talents and creativity.

CONGRATULATIONS!

For your efforts and achievements!

I will continue my partnership and wish DSSP every success in the years ahead!

HAPPY GOLDEN JUBILEE! – 50 YEARS OF EXCELLENCE! HAPPY ANNIVERSARY

DSSP's Social Secretary, Naureen Rodriques

Naureen was featured on her Company's Website: Congratulations Naureen!!



ICI PAKISTAN LTD.

Humans of ICI Pakistan



Life is indeed beautiful, but it never promises to be easy. What matters most is our attitude towards the problems we face. If we face the problems head-on with utmost courage, they turn into opportunities – for learning and growing. In my professional journey spanning over 20 years, I have yet to come across a successful individual who has not experienced adversity and failure.

In my own professional experiences, I have always had the good fortune of working with very successful and dynamic managers who others termed as 'difficult'. In the initial days, even I would feel a bit scared, discouraged, and lost. However, over the years I realised that my learning and development with these individuals was exponentially more as compared to my peers who were working with relatively easier bosses.

These experiences polished me, strengthened me, and inculcated in me the habit of actively seeking opportunities to come out of my comfort zone. I owe a great debt of gratitude to all my past and current managers, had it not been for them, I would not have learned the importance of hard work, positivity and looking at the bigger picture.

My advice to all youngsters is that cherish the tough bosses you get in your career. The tougher they are, the stronger you will become. Learn to see the glass as being half full instead of half empty and to turn a frown upside down!



Naureen Rodriques
Executive Secretary

One Team
Many Possibilities

Build Self-Confidence in Meetings

Marina Fernandez, DSSP's Treasurer and it's past Editor



Do you hold back at meetings? Are you unsure how to jump in and make yourself heard? It's easy to go unnoticed when everyone is excited about a topic. But curtailing yourself only robs you (and your team) of your ideas. To make sure your voice is in the mix, try claiming space by announcing your contribution before launching your point.

For example, you might ask, "Can we pause to look at this from the customer's perspective?" or say, "Let's step back and take a long-term view of these metrics." This will both capture people's attention and focus the discussion. Then, articulate the skeleton of your proposal so people have a sense of what you're suggesting before you dive into the details.

Next, flesh out your idea, explaining why it's important. People need to know why they should care or make it a priority now.

Lastly, invite feedback with questions like, "How many of you feel this way?" or "What are your thoughts on this topic?" This will allow people to think more deeply about what you've just shared and give you a sense of how your message is being received.

Confidence is important in the workplace not only for success, but also for feeling happy and satisfied. So, make sure you embrace yours to ensure this isn't [holding you back](#). If you're finding this difficult, remember you can always fake it until you make it to help you inject some positivity into your work life.

When you do not respond to messages

The sender is left in a limbo



The volume of correspondences today IS voluminous and not all of it requires a reply. But, when a response is expected and not received, it keeps the sender guessing – maybe all the wrong reasons – as to why there is no response.

Sherry Turkle, Professor of Social Studies, says sometimes taking a long time to write back is a way of establishing dominance in a relationship, by making yourself look simply too busy and important to reply.

If this is not your intent, then even a brief acknowledgement: “received, thanks” will suffice. If a response is also expected, within a respectful time frame, do ‘give’ a reply.

A new message from you makes me smile..the no reply for days is what makes me sad..it's just because I'm not important to you.

- Kenya

Humans of DSSP

Barbara DCruz, DSSP's EC Member Shares Some Life Lessons

'Humans of ICI Pakistan' you have read on page 3 of this newsletter. Inspired by that, Naureen suggested we do "Humans of DSSP" to engage, inspire and connect with our members. Barbara has taken a leap, and let's see who next shares HER inspiring story.)

***Serendipity! yes. That's what my life is actually based on.**

During my college days studying pre-medical, I thought of switching to B Com after Intermediate, as I had an ambition of being a banker. However, I ended up being a teacher. Teaching is fun if you have a passion for it.

Later, I had a greater need for medical benefits, and switched to an office job: It was a 360 degree turn in my career from a teacher to a research writer! I had to learn the most significant tool MS Office and other computer skills, something that freaked me out while I was teaching. I overcame my weakness and what I thought was my weakness in the old days, is now my strength!

From research writing, I moved to a job of personal administrative assistant and there too grabbed every opportunity to learn and enjoyed it equally.

My approach towards life is, finding a solution and setting things right before they get out of hand. **There are difficult times and even with our best effort, things don't seem to go in the right direction. I would then suggest taking yourself out of that situation and setting another path. Believe in yourself and most importantly believe in God, he knows what's best for you.**

All those things that we at times considered 'not right for us', are actually God's way of showing us the right direction: The 'other road' that He has already planned for us. **All we need to do is to take the leap of faith and move on. I no longer run for recognition, but strongly believe in reflecting my values in whatever I do.**

I find that my life has truly been an amazing journey: the bumpy and adventurous roller coaster ride has taught me countless 'life lessons'.

I will conclude by saying, 'Be yourself, be Good to Yourself. You, yourself are the first person you meet each day when you wake up and see in the mirror, and so you ought to keep this wonderful person happy.

*(*Serendipity: the occurrence and development of events by chance in a happy or beneficial way)*



When you take a walk, you benefit

Many of you do, which is wonderful. Those of us who do not, may be motivated by:



Let's get those joggers and give ourselves the 15 minutes we deserve!

Enjoy some wit



Singing in the shower is great until you get shampoo in your mouth. Then it's a soap opera.

I bought a little bag of air today... The company that made it was kind enough to put some potato chips in it as well.

... and some wisdom

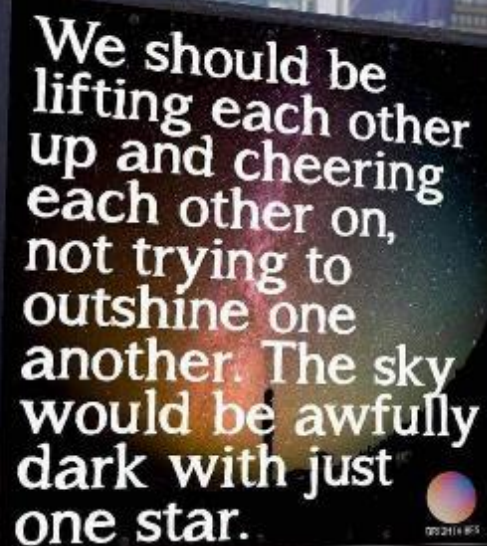
"When you make a commitment, you build hope. When you keep it, you build trust." John Maxwell

A satisfied life is better than a successful life.

Because our success is measured by others, but our satisfaction is measured by our own Soul, Mind and Heart.

Sit with women committed to personal growth, I promise the conversations are different.

@thefemaleconquerors



We should be lifting each other up and cheering each other on, not trying to outshine one another. The sky would be awfully dark with just one star.

