

MESSAGE FROM THE PRESIDENT



Dear Members,

As President of our esteemed Association of Secretaries and Administrative Professionals, it is my honour to address you all.

Our Association stands as a beacon of professionalism, dedication, and excellence in the field of administrative support. Each of you play a pivotal role in upholding these values and contributing to the success of our organization.

As we embark on this new year, I am filled with pride and optimism for what lies ahead. Together, we can continue elevating our profession, honing our skills, and fostering meaningful connections within our community.

I encourage each one of you to actively engage with our Association, participate in our events and initiatives, and seize every opportunity for growth and development.

Let us work hand in hand to inspire one another, support each other's endeavours, and uphold the highest standards of professionalism in all that we do.

Thank you for your dedication, passion, and unwavering commitment to excellence. I look forward to a year filled with collaboration, learning, and shared success.

Different people have varied goals, aims and aspirations. All of us aspire to work towards making our dreams a reality.

While doing so we can also take the path less travelled by reaching out to others, being the light of hope through our words, actions and behaviour encouraging and motivating people around us.

Work-life balance is a big topic of conversation in today's professional world. But as busy Administrative Professionals, trying to figure out how to achieve this coveted balance, it is indeed a much-needed task to be added to our busy schedule.

With more breathing room in your workday, you can practice mindfulness. Being mindful is a skill that helps you slow down and notice how you mentally and physically feel. And that's an essential part of preventing burnout, being fulfilled at work, and enjoying your personal life.

Multitasking is an integral part of admin role. Streamlining everyday processes can help give you extra time in your day to think about self-care, which is essential for avoiding burnout and finding work-life harmony.

We thank all our Bosses for their encouragement to IASAP over the years. Our grateful thanks also to Hotel Ginger IHCL Mumbai Airport for their unstinted support for the Women's Day Lunch and Administrative Professional's Day Event. We also thank all our speakers who address us at our monthly meetings, sponsors, and well - wishers, not forgetting all our dear IASAP Members for your presence and participation in all our events. I acknowledge with gratitude all our Governing Council Members, who are very cooperative and enthusiastic about all our activities

Warm regards,
VIJAYALAXMI AMIN
President – All India



Participating and winning in Tata Company's Sports Club cricket match was an exhilarating experience. It fostered team spirit, camaraderie, and healthy competition among colleagues. Through strategic game play and unwavering determination, our team showcased exceptional skills, clinching victory and etching our names in the annals of company history. This triumph not only celebrated our sporting prowess but also strengthened bonds within the workplace, reaffirming the importance of teamwork and unity beyond the confines of the office.

CHRISTMAS WITH A TWIST!

The Christmas 2023 party was held late evening of 13th December at the Radio Club. The open-air poolside venue looked captivating with all the ships at Apollo lit up, for it was Navy Week. The foot-tapping music livened up the ambience. The first member to come on the dance floor, Khush Dubash, was given a special early bird prize.

Innovative games such as “Trash to Treasure” with a Christmas theme kept us engaged. Members present were divided into 4 teams viz. Shining Reindeers, Lovely Elves, Twinkling Stars and Drummer Girls. All our zealous members decked in Christmas hues participated in activities, which included Carol singing, making a Christmas theme out of trash, and the climax was playing housie with an Xmas twist! But the activities didn't just end there! We were made to play, “Make A Friend – Make A Wish,” wherein all members exchanged cards with each other, writing warm messages filled with good wishes and blessings. All members participated with great enthusiasm and spirit.

Carol singing was by the Lovely Elves team and Member Lorna D'souza was in the centre as Rudolph the Red-nosed Reindeer.

The carol, Jingle Bells, Jingle Bells was sung by the Twinkling Stars team.

“Star Brings Hope,” was the theme prepared by the Shining Reindeers team for the Trash to Treasure game.

“Frosty The Snowman” theme was prepared by Lovely Elves team for the Trash to Treasure game.

“Peace, Love, Joy” was the theme prepared by the Drummer Girls Team for Trash to Treasure game. Pray for peace in the world, love for humanity and spread joy to one and all by uniting everyone.

“From Disharmony to Harmony, To Love, Light & Peace” was the message spread by the Twinkling Stars team for the Trash to Treasure game.

We were thrilled to see the surprise item in our very own Santa, Past President Shera Langrana. All of us crowded around Santa like little children to grab some sweets, which came flying from Santa's goody bag. Santa also cut a cake, generously donated by our Member Khush Dubash in her mother's memory.

Lively music attracted some dancing queens before a sumptuous dinner. The evening ended with good memories to take home.

Our thanks to the Governing Council led by President Vijayalaxmi Amin, well guided by Immediate Past President Kashmira Gamadia, and all the volunteers who came forward to make this event a grand success. Cheers IASAP, Mumbai Headquarters !!!!

JANKI BAKSHANI - Ex-Hindustan Unilever Ltd.

FLAVY DSOUZA - (Ex-Jet Airways I. Pvt. Ltd.)



A 52-Member strong IASAP Headquarters team enjoyed the IASAP Christmas event on 13th December, 2023 at the Radio Club.



Santa Claus distributed sweets to the IASAP Governing Council at the Registrations Desk (l-r): Past Presidents Vimala Dsouza and Edna Martis, Vice President-cum-Hon. Treasurer Binaifer Daruwala, Hon. Secretary Rashna Ardesher, President, All-India Vijayalaxmi Amin and Immediate Past President Kashmira Gamadia.



L-R: President, All-India Vijayalaxmi Amin thanking the judges, Past President Viloo Karkaria and guest Nergish Dubash for judging the games at the Christmas 2023 event.



Exchange of greetings, an activity named, Make A Friend – Make A Wish gave a warm, splendid end to the evening.

'HEAL YOUR LIFE' By Dr. Yogini Mohare

IASAP Mumbai Headquarters rang in the New Year with utmost zeal and enthusiasm for good health, peace and prosperity all year round. With the approaching Makar Sankranti festival, all members present, were dressed in black base colour. The year 2024 kickstarted with a session for IASAP Members on Saturday, 13 January 2024 at 11.30 am at YMCA, Colaba. The speaker invited was Dr. (Mrs.) Yogini Mohare, Family Physician Doctor and International Heal Your Life expert Teacher, who spoke on the significance of 'HEAL YOUR LIFE'. Her talk was based on the philosophy of American Author & Philosopher, Mrs. Louise Hay.

Heal Your Life from within, this philosophy is based on gratitude, affirmation, understanding and releasing negative patterns. We always love somebody else. We love our family so much that out of sheer love and joy of keeping them happy, we feel satisfied. But, at the end, there's nothing left for ourselves! Just as we charge our mobile phone every day, why can't we charge and love ourselves every day, and keep our name at the top of the preference list?

Dr. Yogini Mohare gave a brief on the life of Mrs. Louise Hay, a Philosopher. Mrs. Hay had passed through a very bad phase of her life since childhood. But on realising later, she came up with a life-changing philosophical thought. She went into the core of this subject to heal herself and her own body. She authored a book, To Heal Yourself. We should learn to accept ourselves with self-love, self-approval and self-acceptance. We should accept ourselves as we are and start respecting ourselves. People will pick up vibes from us. There is a difference between self-love and ego. Be happy as you are. Many diseases are psychosomatic, for example diabetes, acidity, sciatica.... Some women feel they are not being supported by their spouse, family, etc. Learn to take care of yourself and understand your body for its immediate cure.

Dr. Yogini Mohare requested all to pay attention to our body. Understanding our mind and body connection in today's times is more challenging. Meditation helps in Mind-Body connection. Our body always gives a signal. Emotion means Energy in Motion. In the morning when we look into the mirror, we should never look at the flaws. Observe ourselves in a positive way. Start appreciating ourselves for even small things. Competition is the same outside. When we start appreciating ourselves, then our attitude towards life changes. It is up to us to change our life from the Core. We all live one life, and it is in our own hands to change our lives. The power is within us. After waking up in the morning, show gratitude for whatever we have. Never crib. Our life will gradually but definitely change. It is imperative to Understand family dynamics. Be patient and everything will work out. Start making affirmations – be positive, start talking positively by saying, "Be Careful" instead of "You will fall down". If we cannot change somebody else, we should change ourselves, accept the situation and observe how our relations start changing. Either that person leaves or our relationship changes for the better.

We must visualize that our body is perfect; that we are the perfect child of GOD. We should earn respect in any relationship. Self-respect comes if we love ourselves. We should be aware of negative emotions within us, rather than masking them. The best way to give away any form of negative energy and emotions from our body is by looking into the mirror. Enhance our self-esteem, thereby healing ourselves and being happier than what we are presently.

Practice forgiveness. The childhood trauma we carry from a young age continues at an older age. It is important to let go of trauma, for it has no significance now as an adult. Whatever happened was in the past, forget it and move on. Do not carry the trauma any further. We should stand in front of the mirror and start loving ourselves. We should love our body and soon our perspective of life will change.

Pandora's Box : So many negative thoughts are embedded in people for which they get depressed and their health gets affected. To help such people, Dr. Yogini Mohare conducts a 2-day Transformational Workshop on 'LOVE YOURSELF - HEAL YOUR LIFE'. With the development of better thoughts within us, we can curb the negative thoughts in our mind.

Dr. Yogini Mohare requested IASAP members present at the YMCA Hall to reach out to people who are in need of healing their life, and to give her contact number to them, so that more people can join her next group Workshop and benefit immensely for a much better, positive and healthy life ahead. Want to Transform your Life? Dr. Yogini Mohare can be your Catalyst if you need healing. You can contact Dr. Mohare on 8591735305 / 9971324802 or yoginimohare@gmail.com at Samartha Clinic – Healing Beyond Treatment, at Andheri (East), Mumbai.

JEROO IRANI, IASAP Past President
Ex-Central Bank of India



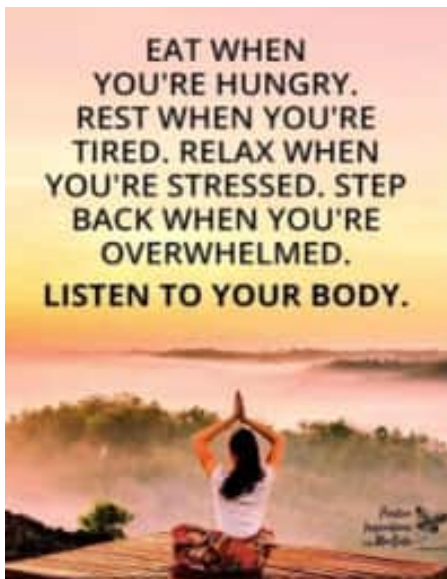
Vijayalaxmi Amin, IASAP President, All-India, and Binaifer Daruwala, Vice President - cum - Hon. Treasurer welcome Members and guests by offering the traditional Makar Sankranti Til Gul Laddoos, doing a Tika and offering them Smiley balls



Dr. Yogini Mohare, 'Heal Your Life' expert, enthralled IASAP Members by her teachings. Moti Vazifdar, IASAP Past President (right) delivered the Vote of Thanks and gave a small token of appreciation to Dr. Yogini Mohare.



Group photo of IASAP Members and guests present at the YMCA with Guest Speaker, Dr. Yogini Mohare (2nd from right). IASAP Members are all smiles after enjoying the 'Heal Your Life' session at YMCA Hall.



Contributed by: Binaifer Daruwala
Tata Services Limited

EDUCATIONAL TOUR YA NIWANT BEACH RESORT, KELWE

An Educational Tour is an excellent way to enhance the learning experience of IASAP Members. IASAP decided to have this year's Educational Tour with a different vibe, and Ya Niwant, a serene resort in Palghar was chosen. Ya Niwant Resort is nestled among palm and coconut trees and is amidst beetle nut plantations everywhere, close to the Kelwa Beach which also happened to be the theme for one of our activities.

On February 10, 2024, on a bright Saturday morning, after picking up the Members from pre-decided stops we made it to the Palghar resort. Water and sandwiches were distributed in the bus for us, a very thoughtful gesture by the Governing Council Members. On reaching the designated spot, we had sumptuous breakfast and got ready for an exciting day ahead.

We gathered in the common hall for some team-bonding activities. In accordance with the beach theme, teams were given innovative names, namely a) Cheerful Crabs b) Lovely Lobsters and c) Sweet Seashells. Broadly speaking, following were the activities:

- To kickstart the event, we played Antakshari with a twist. Nature related Bollywood songs were translated into English, and we had to recognise and sing the original Hindi song.

- Nature Quiz - A knowledgeable quiz on Nature was conducted by the Governing Council, mainly on beaches and marine life.
- Activity - Sand Art was given to groups with the themes 1) Save India's Beaches, and 2) Protect our Marine Life. The teams enthusiastically got into creating their own Sand Art and came up with original and exceptional creations of their own. There was a strong message in this activity that, when a team works on a project single-mindedly, it can create something unique and wonderful.
- All the participants enthusiastically joined in a ramp walk to select the Best Dressed member. Our dress code was Tropical Prints with a Hint of Red. And, surprisingly, Governing Council asked the participants themselves to pick a name and declare the winner. Shailaja Mendon won the Best Dressed Member prize. The runner-up then was a tie between Past Presidents Zarine Commissariat and Jeroo Irani.

After the Sand Art activity, we took a break for swimming followed by a lavish buffet lunch. Post lunch we were asked to assemble in the common hall. We were then given options for Valentine's Day skit topics viz. Blind Date, Different States and Forgetting Your Wedding Anniversary. We were also given props of heart-shaped, red balloons and little red silk hearts for the skit. We could either act as Laila Majnu or Shirin Farhad or Sohni Mahiwaal but as per modern times. The three teams acted wonderfully with the limited resources given, and put up a good show, which was both hilarious and creative.

There was tough competition between the 3 teams and Sweet Sea Shells were declared the overall winners. Other spot prizes too were also declared.

After a lovely group photo in the vast green lawn, we unanimously decided to start for home around 4.30 pm to avoid the heavy traffic. The next day happened to be our Member Sybil Ribeiro's birthday. To our surprise, the Governing Council celebrated her birthday by a cake-cutting ceremony in the fast-moving bus! We also got a surprise snack hamper, which, too, had the Valentine's Day theme – Little Hearts Biscuits! Overall, we thoroughly enjoyed the Trip and the journey back home.

We returned home tired but content and look forward to using the learnt skills from our Educational Tour in our professional life. The activities helped us develop essential soft skills such as critical thinking, problem solving and creativity which will be put to great use in our personal life too.

SHAILAJA MENDON

Ex-Glenmark Pharmaceuticals Ltd.



Group photo of IASAP Members in the Ya Niwant lawn



On the way to Ya Niwant Beach Resort, Kelwe



Governing Council Members (L-R) Binaifer Daruwala, Kashmira Gamadia, Rashna Ardesher and Vijayalaxmi Amin enjoying the lush green surroundings.



L-R: Sea Shells Team, Lovely Lobsters Team and Cheerful Crabs Team busy with Sand Art



Celebrating Member Sybil Ribeiro's birthday (right) on the return journey by bus with Immediate Past President Kashmira Gamadia.



Sea Shells Team put forth a beautiful 'Save India's Beaches' theme through Sand Art. (Inset Pic)



Lovely Lobsters Team put forth their creation, entitled 'Protect Our Marine Life'. (Inset pic)



Cheerful Crabs Team put up a unique Sand Art on 'Dredging & Mining – Save Our Oceans'. (Inset pic)



Spot games and spot prizes declared keeping the members on their toes post lunch.

ACHIEVEMENTS

WINNER OF THE INDIAN ACHIEVERS AWARD FOR PROFESSIONAL EXCELLENCE AND EMPOWERMENT OF WOMEN. PAST PRESIDENT DR. REMA RAMCHANDRAN

In the intricate realm of mergers and acquisitions, where the glass ceiling has long been an imposing barrier, one woman has emerged as a beacon of tenacity and resilience. Against the backdrop of a corporate landscape traditionally dominated by men, Past President Dr. Rema Ramchandran navigated the complexities with unparalleled grit and determination. Armed with intellect, strategic acumen, a trailblazing spirit, and an unwavering belief in her capabilities, Dr. Rema has shattered stereotypes and ascended to the pinnacle of the corporate world. Her journey is a testament to the enduring power of perseverance, resilience, and a relentless pursuit of excellence, weaving a narrative that spans decades, continents, and diverse professional roles.

Dr. Rema has been recognised for her work at Soroptimist International, which is a 102 year old organization present in more than 120 countries of the world and has a seat in the United Nations. They align their projects to the Sustainable Development Goals of the United Nations and leave an impact on women and girls.

Her advice to women post retirement would be to lead an active life, lend a helping hand, do community work. Do not hang your boots. Last but not the least – Be kind to yourself and take care



Dr. Rema Ramchandran Director of IWFCI-INDIA, Consultant with Indiasatz, Past President Soroptimist International Bangalore receiving the Indian Achievers' Award 2023

TEACHING POOR CHILDREN TO SPEAK IN ENGLISH

About 7 years ago, when I stopped working, my friend Havovi Gandhi, who is also a member of IASAP, suggested that I teach poor children, who go to Marathi medium schools, to speak in English. I showed interest in doing this and Havovi, who was then President of WGU (Women Graduates' Union) took me to their building at Sassoon Dock, which houses women who are Graduates, and who are not Mumbai residents but have a job in Mumbai. In this building, one room has been converted into a classroom for school children, who go to Marathi medium schools and who need help with their daily homework.

The students are from Std. IV to Std. VIII and after chatting with them for a few minutes, I immediately agreed to teach them English, in an honorary capacity. For the first few years I used to go to the class twice a week. And then everything was closed because of Covid. This is when I used to conduct my sessions on Zoom, once a week.

After life returned to normal, I've been going to my class once a week and often take prizes for the students, which I present to them whenever I give them an assignment to complete at home. The little darlings love my prizes so much that every time I wish them goodbye, they all shout "Miss, homework, homework!!!" And why do they want homework? So that they stand a chance at winning a prize!

I find teaching these youngsters so very, very mentally rewarding! It gives me great pleasure to teach them, totally free of charge, and would recommend this to other retired secretaries. You must all be having female servants coming to your house for a few hours every day. Do request them to bring their children or grandchildren to your house over the weekend for one or two hours and teach them to speak in English. This will help them when they start looking out for jobs.

ZARINE COMMISSARIAT

Past President IASAP

Retired from MONITOR INDIA PVT. LTD.



English students at WGU

ACHIEVEMENTS

THE GOOD KARMA EXPRESS

Being at the threshold of retirement from Tata Sons Ltd., I decided to embark on activities that I enjoyed engaging in, but somehow did not pursue, due to paucity of time during my working career. One such activity was offering my services towards my parish church, and the other, was volunteering my services with an NGO - my way of giving back to Society. While the former was pretty straightforward, identifying the appropriate NGO did not seem quite so. However, I do believe in the popular adage - WHERE THERE'S A WILL, THERE'S A WAY... and so, with God's intervention, Angel Xpress Foundation (AXF) literally fell on my lap, when I came across some street children on one of my morning walks, attending classes at a BMC Garden.

After checking AXF's credentials, I decided to enrol as a volunteer teacher for English and from then on, there was no looking back.

I am happy to teach at the AXF Sewri centre. The children at AXF are first-generation learners and, I think of innovative and fun ways to teach them because that's what makes teaching and learning fun both, for the kids and me!

My involvement at AXF opened my eyes to a whole new world - one where children find a sense of belonging and we, as volunteers find a sense of purpose and fulfillment.

Besides academics, we also have a lot of fun events arranged by the volunteers and children on auspicious occasions like Republic Day, Diwali, Christmas, and Children's Day, to name a few.

AXF has a little over 25 Centres in Mumbai and all educated individuals are welcome as volunteers at the Centres.

Do visit our website (<http://www.angelxpress.org>) for more details on our Centres and their activities.

You can identify a Centre closest to you and make a difference in the lives of these underprivileged children.

So, welcome aboard the Good Karma Express!

Warm regards and best wishes to all.

WILMA D'COSTA, Past President IASAP
Ex-Tata Sons Ltd.



SHARING THE LOVE

Connecting and Communicating with Children (CCC) has been a wonderful time of learning and sharing for me. Each child is so different, talented and truly special. More than me teaching the curriculum which is a requirement, the children have taught me so much. Some of the questions they asked, made me think about my own life and its situations. Having classes in different settings, in the open air amidst nature or in the classroom setting with a computer and projector bring a varied experience.

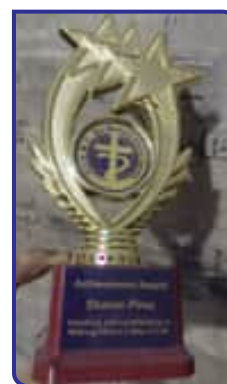
Working with women through the various activities at YWCA has been an eye-opener and an opportunity to connect with the society beyond the confines of our home and workplace. NGO melas have helped us women showcase their skills and also find a market for their products, while meeting and connecting with other self-help groups.

Let's enjoy the life that we have through meaningful interactions and spreading positivity to all.

SHARON PIRES

Past President IASAP

Bharat Petroleum Corporation Limited.



This recognition was conferred on Sharon Pires for her active involvement in community service and making ethics a way of life.

ACHIEVEMENTS

ACHIEVEMENTS & AWARDS

On Sunday, 5th February 2024, our Member Mrs. Jasmine Bilimoria won TWO GOLD MEDALS by standing FIRST at the 50th Bombay YMCA Annual Inter Club Swimming Gala, 2024 in Women's 50 meters, 40-49 years age group at 1.07 minutes in Breast Stroke and 1.09 minutes in Free Style. Jasmine represented YMCA Club.

Being a working professional with Credit Agricole Corporate & Investment Bank, she ensures and finds time to keep fit and healthy through CrossFit, Brisk long walks, Yoga exercises and Swimming.



THE RACE HAS JUST BEGUN FOR JASMINE BILIMORIA...

Secondly Jasmine Bilimoria recently participated in the 4th edition of the Bloomberg Square Mile Relay Mumbai event on 23rd February 2024 held at Jio Gardens, BKC. One Team- 10 Runners - One Mile Each (1.6 kilometres).

In Mumbai, every mile run contributes towards raising a USD\$30,000 donation by the end of the event, which is donated to The Extra Mile partner, Magic Bus which works towards helping thousands of girls get into education in 2024 through sport and physical activity.

120 teams joined on the start line. Each had to complete the same mile passing the baton to the next team member till all 10 completed.

Jasmine being the Captain of Team 1 of Credit Agricole Corporate & Investment Bank, started the race, and her team completed with a record time of 1:45:54, ranked 93.

She ended her mile with a personal best of 9.54 minutes, ranked 721 out of total 1,180 runners. It's also commendable to note that in her age category of 41 to 50 years, she ranked 172 out of 249 runners and ranked 8th out of 31 women runners.

This is the first time Jasmine ran, that too without much preparation. She hopes to prepare herself better for future running events by continuing her daily fitness activities along with eating a clean and balanced diet.

We wish Jasmine all the best in her future endeavours.



ANNUAL GENERAL MEETING

The 52nd Annual General Meeting of IASAP was held on Saturday, 25th November, 2023 at the Heritage Hall of YMCA, Colaba. Kashmira Gamadia, President, IASAP presided over the Meeting. Nominations for various posts on the new Governing Council for the year 2023-2024 were announced – Vijayalaxmi Amin, President, All-India; Binaifer Daruwala, Vice President-cum-Hon. Treasurer, Rashna Ardesher, Hon. Secretary and Kashmira Pastakia, Governing Council Member. Immediate Past President, Edna Martis, administered the oath of office to the new Governing Council as also to the Immediate Past President, Kashmira Gamadia.

IASAP Pins for 50 years, 25 years and 15 years active membership due during the year 2023 were distributed to Members. A commemorative silver coin was also presented for 50 years active membership. Edna Martis was given a new badge as part of the IASAP Advisory Board. The outgoing All-India President, Kashmira Gamadia was presented with the Rolling Trophy by Edna Martis. Moti Vazifdar, Editor and Past President released the newsletter for November 2023. The meeting was concluded with a Vote of Thanks by Binaifer Daruwala, Vice President-cum-Hon. Treasurer.



IASAP's Hon. Secretary, Rashna Ardesher of Ernst & Young LLP flanked by Std. XI mentees Nidhi and Anuja in December 2023.



Ringin in 2024 with EY's housekeeping staff, guiding them on "Personal Financial Planning".



Rashna Ardesher (left) with her team of underprivileged, undergraduate students mentoring them on "Building Personal Brand" in February 2024.

WOMENS' DAY SPECIAL - PHOTOS OF WOMEN INVENTORS

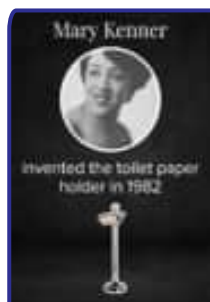
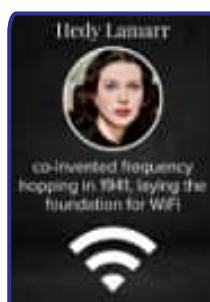


L to R: Rashna Ardesher Hon.Secretary, Kashmira Gamadia Immediate Past President, Vijayalaxmi Amin President All India, Binaifer Daruwala Vice President-cum-Hon. Treasurer, Kashmira Pastakia Governing Council Member.

ACHIEVEMENTS

CONGRATULATIONS TO OUR HON. SECRETARY

Congratulations to our Hon. Secretary, Rashna Ardesher of Ernst & Young LLP for participating in the 'Disha Mentoring Program,' the 'Mission Empowerment Program' and the 'Building Personal Brand' initiatives under EY Ripples, Ernst & Young's Global Corporate Responsibility programs that empower individuals to utilize their knowledge, skills, and experience to make a positive difference in the lives of underprivileged communities. Three Certificates of Contribution were presented to Rashna by the EY Foundation acknowledging her volunteering efforts, a testament to her commitment to making a positive difference. It is a recognition to her dedication in building a sustainable community.



WOMEN'S DAY CELEBRATION:

Inspire Inclusion at IASAPs Women's Day Celebration on 9th March 2024.

On the occasion of International Women's Day, IASAP hosted a vibrant and empowering celebration. The event took place at IHCL newly opened property Hotel Ginger at Andheri.

The highlight of the celebration was that all the IASAP Members were dressed in purple - the colour of royalty, strength, creativity and spirituality.

The guest speaker, Ms. Bijitha Joyce shared her insights, experiences, and wisdom with her interactive session. Ms. Bijitha Joyce is the HR leader at Tata Strive.

Ms. Bijitha gave us her motto : As you sow, is what you reap. So just focus on sowing.

We did an exercise which was to show a lesson that we women have the power and the confidence and can do it. By teamwork and team spirit, you get to know each other better and there is a healthy competition. Partnership is the crux. It is not important to communicate but to connect. We should inspire other women with our experiences rather than keep it to ourselves. Thus, we can inspire many young women.

This year, the Women's Day theme was "INCLUSION". Accept women as they are, respect their differences. Making one feel important is "INCLUSION".

Respect the skills and what they bring. Accept people for what they are with weaknesses and strengths.

Today's progress is immense but only at an entry level in leadership positions. They come in for a living. As they get married and have kids they withdraw from the organisation due to change in priorities. This is where we can help the younger women force to stay committed and this is a big responsibility.

Inclusion is a feeling of being included. More than external obstacles, we have internal obstacles. We must help and support the younger generation. Supporting one woman is like supporting one family.

Life does not give us any chances, we have just one chance. You've got to tell yourself that you are good. We need to change. You need to create coping mechanisms like house helps. We have to mentor the younger generation in the workforce and support them.

In leadership positions, you have to speak up. This requires courage and we have to work in the fear of judgment.

Duty versus Desire - Women work out of duty and compromise their health, their dreams, at every step. Have a voice Women. Your voice needs to be heard. Share your storms and stories to motivate other women.

The second speaker was Ms. Aarti Naik - the founder of Sakhi Foundation.

Aarti Naik spoke about her sad but inspiring story. Born in the

slums with no means to educate herself - today she has created a home for 100 girls and teaches them to make a living. That is what Sakhi Foundation is all about.

Words are power. Aarti attended one seminar at the age of 18 where she was told that she is a leader. This made her realise that she is a leader and turned her weakness into strength and she started asking for help from other NGOs who have helped her provide for her foundation and help it grow.

She has been awarded the Karmachakra award and Femina award for her good work.

IASAP is working at adopting one girl child from the foundation and her education will be taken care of.

The event ended by Past President Pansy Reilly and Member Gloria D'Souza giving away the prizes for the Women's Inclusion Photography contest. The winners were Slyvia Mendonca, Premlata Puthran & Jasmine Billimoria.

To complete our Women's Day celebration was a sumptuous lunch.

The Women's Day celebration was a delightful blend of inspiration, camaraderie and thoughtful arrangements. Kudos to our President Vijayalaxmi Amin and the Governing Council for organising the event that celebrated the strength and resilience of Women.

SYBIL RIBEIRO

Cyril Amarchand Mangaldas



Guest Speaker Ms. Bijitha Joyce – Principal Lead of Ecosystem Strengthening & Talent Development at Tata Strive



The event was a grand success.



Ms. Aarti Naik, Changemaker and Founder of Sakhi for Girls Education with Governing Council Members for IASAP's BPC Project.



IASAP Past and Current Presidents and Governing Council Members with Ms. Sonia Singh, Director Sales of Taj Ginger Hotel IHCL.



IASAP - All India President Ms. Vijayalaxmi Amin introducing the speaker Ms. Bijitha Joyce.

KNOW YOUR 'GOVERNING COUNCIL' MEMBER - KASHMIRA PASTAKIA



As life member of IASAP since 2012 and recently inducted as a Governing Council Member, Kashmira Pastakia has had the privilege of being part of a dynamic and innovative community of professionals. With over 16 years of experience in the corporate world, she has honed her skills in various areas, and has had the opportunity to work closely with esteemed Heads of Departments.

Recently Kashmira has joined HDFC Securities Ltd. as Executive Assistant.

Her previous role in Unity Small Finance Bank was of Recruitment, assisting various Heads of Departments and Admin support.

Over the years she has not only provided seamless support to the senior management, but also played a key role in driving business growth through effective communication and coordination.

In addition to her corporate career, she is also actively involved in supporting her husband's business in multiple ways. This has allowed her to gain valuable insights into the entrepreneurial world, and has further helped enhance her skills in managing multiple projects and priorities.

In her free time she loves travelling, binge watching, swimming and playing badminton.

Kashmira is constantly seeking new challenges and opportunities to learn and grow both personally and professionally, thereby being a firm believer in continuous progress.

OBITUARY

Homai Kalwachwalla who was the Life Member of IASAP since February 1986, sadly expired on 8th March 2024 at the age of 85. She had retired after working for Coro-Chem Ltd. She was a very active Member in IASAP activities during her working days. Her elder sister Late Veera Sorabji was also our active Member for many years. May Homai's soul rest in eternal peace in Heaven. Amen !

JEROO IRANI

Past President IASAP
Ex-Central Bank of India

EDITOR'S PAGE

Dear Members,

Today we embark on a journey into the fascinating world of Artificial Intelligence – a realm filled with wonder, innovation, and the occasional sci-fi twist.

First and foremost, let us unravel the enigma that is AI. At its core, AI is like having a brilliant assistant who never sleeps, never complains, and always has the answer to your burning questions. It's about teaching computers to think and learn like humans do, so they can assist us in solving complex problems and making our lives a little easier.

How is AI reshaping the role of the administrative assistant? Picture this: you're sitting at your desk, buried under a mountain of paperwork, drowning in a deluge of emails, and desperately trying to keep track of a million things at once. Sounds familiar? AI is here to rescue us from the depths of administrative chaos and propel us into a future of efficiency and innovation.

With the advent of AI-powered tools and technologies, the landscape of administrative work is undergoing a seismic shift. Gone are the days of manual data entry and tedious paperwork – now, we have virtual assistants, smart calendars, and automated workflows to streamline our tasks and optimize our productivity.

Virtual assistants - These digital marvels are like having a personal secretary at your beck and call, ready to assist you with everything from scheduling meetings to drafting emails and even ordering your favorite takeout for lunch. With just a few simple voice commands, you can delegate tasks, set reminders, and stay on top of your workload with ease.

AI-powered smart calendars are revolutionizing the way we schedule and manage our time, helping us juggle multiple appointments and deadlines with grace and precision. By analyzing our schedules, preferences, and priorities, these intelligent calendars can suggest the optimal times for meetings, anticipate scheduling conflicts, and even send



gentle reminders when it's time to wrap up a meeting and move on to the next task.

AI tools make us more efficient in our day-to-day work by taking care of the mundane and time-consuming tasks. AI allows us to devote our time and energy to activities that require human judgment, creativity, and emotional intelligence. Instead of getting bogged down in administrative minutiae, we can focus on building relationships, solving problems, and driving innovation – all of which are essential to the success of any organization.

Now, let's fast forward five years into the future. What will the role of the administrative assistant look like then? Well, if the crystal ball is anything to go by, it's safe to say that AI will continue to play a central role in shaping the future of work. We'll likely see even smarter virtual assistants, AI-powered analytics tools to help us make better decisions.

While AI may be changing the game, one thing will always remain constant – the invaluable skills and expertise that YOU bring to the table. As administrative assistants, we possess a unique blend of organizational prowess, multitasking mastery, and problem-solving prowess that no machine can replicate. Our ability to empathize, communicate, and collaborate sets us apart from the rest and ensures that our contributions are indispensable to the success of our organizations.

In conclusion, let us embrace the future with open arms, armed with our trusty AI sidekicks and a healthy dose of humour. Together, we shall navigate the ever-changing landscape of administrative work with grace, resilience, and a sense of adventure. And remember – the future is bright, with a touch of AI magic!

May your calendars be ever smart and your virtual assistants ever helpful! Wishing you all Onward, to a future filled with endless possibilities and infinite opportunities!

MOTI VAZIFDAR

Past President & Editor

Ex. Accenture

*Wishing all Members
Happy Administrative Professionals
Day and Week
27th April 2024*

*The President and
Governing Council Members*