



## Chairperson's Message



Dear Friends,

Time flies and we learn many things on our way to success. Life is composed of ups and downs. Learning to get through the downs is key to being successful. Without obstacles, difficulties, struggles, and challenges, life wouldn't make much sense. You become stronger, more compassionate, and more grateful when you strongly believe in your capacity to persevere. The most successful people know what it's like to persevere and savor victory, personally and professionally--and so can

you.

Indian Association of Secretaries and Administrative Professionals, Delhi Chapter was privileged to host the Administrative Professionals Contest on 21<sup>st</sup> September 19. The Administrative Professional contest is the best platform to showcase the professional competencies of our Administrative Professionals at All India level.

The Regional Contest provides updation of knowledge, technical skills and day to day professional networking.

All this was possible with the dedication of my **present Team- Jyotsna Pathak, Yogita Sharma, Savita Alekar, Rashmi Budhraj and Prerna; Past Chairpersons – Veera Mavalwala, Anjana Jacob, Shirley Samuel and Meenakshi Dhanda.** They all worked relentlessly in making this event a big success.

I would like to thank all the Members of the Managing Committee and their families, Past Chairpersons and their families for their advice, suggestions and time in making this event a big success without whose great support I would not have been able to plan this event with ease.

***“Here is a BIG thank you for never letting me down, for helping me when I ask, thank you for the support when I went through a hard time.”***

***A BIG thank you to all members, who believed us and attended the events, last year and Administrative Professional Contest this year, in large number. Thank you to those members who sponsored many gifts.***

My best wishes to all of you dear members. I am sure we all will keep the IASAP Flag flying high and beyond!!!

**Wish you all, Merry Christmas and a very Happy New Year!**



**With Regards  
Anjana Tandon**

***From the Editor's Desk***



**Dear Members,**

**Farewell to 2019**

We have had a very eventful year with lots of mauj, masti and hard work. The most important event of the year was IASAP Delhi Chapter Secretary of the year award held at Mauyra Hotel. It was very well organized and kudos to Anjana Tandon and her team for hosting such a tremendous show. It was inspiring to see and hear from such successful women guests and judges. The contestants represented a range of companies in Delhi and were well versed. It was a memorable evening and we look forward to many such events going forward in 2020.

Reminiscing over 2019, my thoughts are drawn to all the good things that happened this year and make me grateful for all our blessings. As we move forward into the New Year I want to share the quote below from Mother Teresa about the power of humility which I would like all our members to imbibe.

“If you are humble, nothing will touch you, neither praise nor disgrace, because you know what you are. If you are blamed, you will not be discouraged. If they call you a saint, you will not put yourself on a pedestal.

Regards

Asha Bhandoola

## Happenings

### AGM June, 2019

Chairperson's Report for Financial year 2018-19 was presented by Ms Anjana Tandon.

In the end, she gave presentation on a tool developed for IASAP Delhi Chapter to keep the records updated at a central place.

The tool is sponsored for IASAP Delhi Chapter. It was explained to all members, about how the tools are very helpful to keep records related to events, members detail, convention detail, ASA Congress and many more at one place.

Information can be fetched very quickly by using the tool.

Accounts details were presented by the Treasurer, Savita Alekar.

She then answered all the queries raised by the members present.

**Managing Committee:** The Returning Officer opened the sealed envelopes and announced the names of one new member who filed the nomination for the post of committee member and she also announced that the same committee will continue next year with the addition of new committee member.



### **MC TEAM**

Anjana Tandon	- Chairperson
Jyotsna Pathak	- Vice Chairperson
Neena Sahi Dick	- Hon.Secretary
Yogita Sharma	- Co-Secretary
Savita Alekar	- Treasurer
Rashmi Budhraj	- Committee Member
Poonam Varma	- Committee Member
Prerna Kumar	- Committee Member

### **Administrative Professional Contest-19**

The most awaited event for the Delhi Chapter. After so much of preparation and hectic schedule this day was full of enthusiasm. Besides the serious business of selecting the best Secretary to represent our Chapter, the event was made entertaining and light hearted by the Comper who added a touch of humour to the proceedings. The song performance by the solo singer and accompanists was highly appreciated. A little excitement was also provided in the form of a Lucky Draw and the winners of the prizes added to the cheer of the function. Lastly the Buffet of Indian, Chinese and Continental provided a fitting finale.

### **Written Test**

After much persuasion we had 10 contestants out of which 5 appeared For the test. Delhi Parsi Anjuman was the best place for the Test. The snacks provided were very good.

### **Grooming Sessions**

Five grooming sessions were at Delhi Parsi Anjuman, which was taken by Past Chairperson's Veera Mavalwala, Anjana Jacob and Shirley Samuel alternatively. All these Past Chairpersons were truly beneficial for our contestants. The first grooming session was held on Saturday,18th August 2019, second was on 25th August 2019, third was on 1st September, fourth was on 8th September and last was at the venue on 20th September. It was decided by all to have the session at the venue to give comfort to all the candidates. The grooming sessions gave contestants an opportunity to practice and work on their skills. It also gave them a chance to learn from others. Thanks to our Past Chairperson Veera Mavalwala and Governing Council Member

Savita Alekar for the excellent arrangements for all the sessions at Delhi Parsi Anjuman. Our grateful thanks to Veera Mavalwala, Anjana Jacob, Shirley Samuel and Meenakshi Dhanda, for their inputs, time and expertise which all shared willingly with the contestants.

### **Administrative Professionals Contest – Delhi Regional Finals**

The APC finals of the Delhi Region were held on 21st September, at ITC Maurya, Sardar Patel Marg New Delhi. Many thanks, to our Past Chairperson Veera Mavalwala for getting this venue and sponsorship for APC 2019. The Delhi Chapter Chairperson, Anjana Tandon, welcomed everyone. Mr. Sagar Kapoor compered the event. There were in total five participants who were looking very professional in their formal outfits. All were ready to put their best. There were three judges Ms Parvin Malhotra, Career Counsellor, Mr Magan Kalra – Best-selling Author and Business Growth Coach, and Ms Anshu Gupta, Image Couch who were present for long hours with our contestants and note down the scores for each round, the Personal Interview, the Group Discussion and the Extempore. The topic for the Group Discussion was for every contestant. Every contestant participated very well and shared her thoughts and believes. The judges then penned down the score for these three rounds with consensus and announced the results.

**Winner –** Yogita Sharma, Tata Sons Pvt. Ltd.

**1st Runner-Up –** Pooja Kareer , Dalmia Group

**2nd Runner-Up –** Pooja Kesar, Investments.



The winner was crowned by our chief Guest Anuradha Sengar, The senior scientist at CSIR.

1st Runner was awarded the special guest Kamal Sisodiya Ji, The commandant CRPF.  
 2nd Runner was done by the Delhi Chapter Chairperson Anjana Tandon.

All the other participants then were awarded trophies by the Delhi Chapter Vice Chairperson, Jyotsna Pathak.



Chief Guest Dr. Anuradha Sengar- Senior Principle Scientist, CSIR



Release of Souvenir by our Special Guest Ms Kamal Sisodiya Ji.



Special Guest – Ms Kamal Sisodiya (Commandant CRPF) (By Jyotsna Pathak)



Judge 1: Ms Parvin Malhotra-Career Counsler (By Yogita Sharma)



Judge 2: Mr Magan Kalra – Best-selling Author and Business Growth Coach.(By Savita Alekar)



Judge 3: Anshu Gupta – Certified Image Consultant.(By Rashmi Budhraj)



All Five Participants from left to right

Pooja Kesar, Yogita Sharma, Ashu, Pooja Kareer and Seema Makhija.



2<sup>nd</sup> Runner up- Pooja Kesar



1<sup>st</sup> Runner up – Pooja Kareer



Winner – Yogita Sharma





Participation Prize – Seema Makhija



Participation Prize – Ashu Thakur

Here is the list of prizes won by each participant.

### WINNER

- Cash – INR 10,000/-
- Outfit
- Nivea Gift Hamper
- Bangle Box
- Meal Voucher – Guppy
- Coffee Table Book
- Delhi – Pune – Delhi Air Ticket
- Stay at Westin Pune (One Night)
- Bouquet of Flowers
- Winner Trophy
- Hamper from Chai Veda
- Hamper from Amway

### 1<sup>st</sup> Runner up

- Cash – INR 7,000/-
- Nivea Gift Hamper
- Bangle Box
- Meal Voucher – Guppy
- Coffee Table Book
- Delhi – Pune – Delhi Air Ticket
- Stay at Westin Pune (One Night)
- Bouquet of Flowers
- 1st Runner-up Trophy
- Hamper from Chai Veda
- Rs. 2100/- Gift Envelope

### 2<sup>nd</sup> Runner up

- Cash – INR 5,000/-
- Nivea Gift Hamper
- Bangle Box
- Meal Voucher – Rustoms
- Coffee Table Book
- Bouquet of Flowers
- 2st Runner-up Trophy
- Hamper from Chai Veda



Performance by Sheetal and Gaurav.



## Felicitation of Judges



Felicitation of Ms. Parvin Malhotra by past Chairperson Ms. Meenakshi Dhanda



Delhi Chapter Regional Winners from left to right Pooja Kesar, Yogita Sharma, Pooja Kareer



Felicitation of Mr. Magan Kalra by Past Chairperson Ms. Shirley Samuel.



Felicitation of Singer and Guitarist by Rashmi Budhbraja



Felicitation of Ms. Anshu Gupta by past Chairperson Ms. Anjana Jacob







**National Convention – Pune October 11 – 14**



Felicitating of Emcee Sagar by Anjana Tandon



The Delhi Chapter Winner Yogita Sharma and 1<sup>st</sup> Runner up Pooja Kareer represented Delhi Chapter. The Convention was attended by Anjana Tandon, Jyotsna Pathak, Yogita Sharma, Anjana Jacob, Meenakshi Dhanda, Rashmi Goel and Hema Kumar. All enjoyed at Pune and attended sessions for 3 days and learnt many things.



All delegates from Delhi Chapter participated in Retro to Metro program and won 2 prizes.

One was won by the Delhi Chapter Chairperson Anjana Tandon for best costume and another was won by the Secretary Yogita Sharma for best Novelty entry.





Anjana Tandon – Best Costume



Yogita Sharma – Best Novelty Entry



Few glimpse of National Convention:







Lucky Draw won by Hema Kumar.



Felicitations of Chapter Chairperson and vice versa.







### **Chalo Dilli on Wheels!- 15th December(Covered by Sheela Sharma)**

After a hectic schedule of Administrative Professional Contest and National Convention the Delhi Chapter planned a picnic to celebrate the Annual day, December 15, the much awaited Sunday!! Many thanks to Anjana and her team for the days of planning and organising for a wonderful event.

Most of us woke up at 5:30 AM or so to take the Metro/Uber or Ola to reach the assembling spot opposite the famous Hanuman Mandir at Connaught Place. The HOHO bus especially booked for the IASAP group and our guests were ready and waiting. All of us met with enthusiasm and wondered how the day would unfold given that we had absolutely no idea of what was planned for the day. Everything was under wraps and was about to unfold hour by hour.

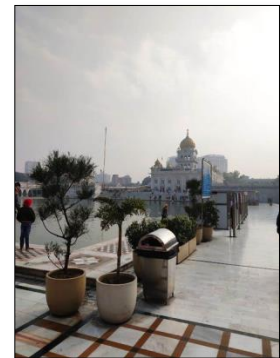
We were then introduced to our jovial and informative guide Ms Tripti Arya who kept us in splits with her engaging manner of interactions with us as well as the information and history of the places we visited.

The bus was beautifully decorated with balloons, it looked like a birthday party on the go. While we were getting seated and acquainted, the first surprise arrived, mouthwatering Kachori Aloo from Hanuman

Mandir with a hot chai in “matti” glass. It set the tone for the rest of the day.



The journey started with giving thanks, we were first went to Gurdwara Bangla Sahib at Baba Khark Singh Marg, it was a perfect way to start this wonderful day. The gurdwara is the house of worship of our Sikh brothers and sisters. It was first built in 1783 by Sikh General Sardar Bhagel Singh Dhaliwal during the reign of Shah Alam the Mughal Emperor and is associated with Sikh Guru - Guru Har Kishan. This shrine is recognizable by its golden dome and tall flag pole.



Thereafter the journey continued to the Red Fort - Lal ila which needs no introduction. While many of us have visited this historical site at least once in our lifetime, it is definitely a place one can visit time and time again for not only its history but also for its modern day renovations and new museums. Every year we wait for Independence Day (15th August) to

see the Indian Prime Minister hoist our tricolor Flag followed by the nationally telecasted Independence Day speech.



We entered through the Lahori Gate and were welcomed by a colorful and busy market of all types of handicrafts, shawls, toys, etc. It is to be seen to believe the gay festivity there. We visited the newly opened museums; the picturesque narratives on the walls brought back memories of school day history lessons.



The IASAP birthday was celebrated in style in the bus with a mouthwatering chocolate walnut cake and a birthday song, arranged by our guide, Ms. Tripti. We also took this opportunity to wish members who had their birthdays from August to December. This was followed by a light and refreshing lunch of delicious soft vegetable idlis with awesome chutney. The journey was peppered with crunchy peanuts and rewari.

Our next surprise destination was the Waste Wonder Park near Sarai Kalekhan. The 7 wonders of the world are recreated in this park using industrial wastes. The artists have truly created beautiful replicas of the Eiffel Tower of Paris, Leaning Tower of Pisa, The Pyramid of Giza, Christ the redeemer statue of Rio de Janeiro, Rome's Colosseum, Statue of Liberty of The USA and last but not the least the replica





of our very own Taj Mahal. This is a beautiful park to go to especially in the winter with your family and friends. Seeing these creations at night is wholly another experience as these monuments are lit up.

If the above were not enough, the next stop was the road to a delightful gastronomic experience - the Shahjahan Road Chaat Wala. OMG most of us had forgotten what a delight it was and still is - we all lined up for the karare Gol Gappe, Garam Tikkis, Papri and Bhalla chats, the deep fried aloo chats. A satisfying experience completed by the street wali chai next door.

Stomachs now in a happy full state, our next and final destination was Ugrasen ki Bowli. It is a protected monument by the Archaeological Society of India. It is 60 meters long and 15 meter wide step well on Hailey Road. It is believed to be built by King Ugrasen though there is no proof. It is indeed a great piece of architecture and the remains of a gone by era. Some also believe it is haunted :-)

Then we drove past the Rashtrapati Bhawan, India gate and were lucky to see the

monuments in their illuminated state and the hued night sky.

Our last and final destination was the Dilli Haat at INA. It was the last day of a handicrafts exhibition, once again a happy, festive environment greeted us and it was full of beautiful crafts from various states of "Mera Bharat Mahan!" A fitting finale for a wonderful day together.

The team will put together the pictures that we took throughout the day to share our day with you.

**Once again, kudos to Anjana and Team. We look forward to more wonderful times in 2020.**

**Wish you all a very merry Christmas and a Happy New Year!**

**Sheela Sharma**

**Few words from the Delhi Chapter Winner APC 2019**



**A Fabulous Experience of APC**

Honored to have the pleasure of participating at National level APC Final event in Pune October 2019.



It all started by contesting and winning the Crown of IASAP Delhi Chapter 2019. Preparing for the Annual Contest was a great learning experience, grooming for the rounds – Interview/Group

Discussion/Presentation/Extempore. It became easier with the strong support of IASAP Mentors and seniors to achieve this goal and make the Delhi Chapter proud.

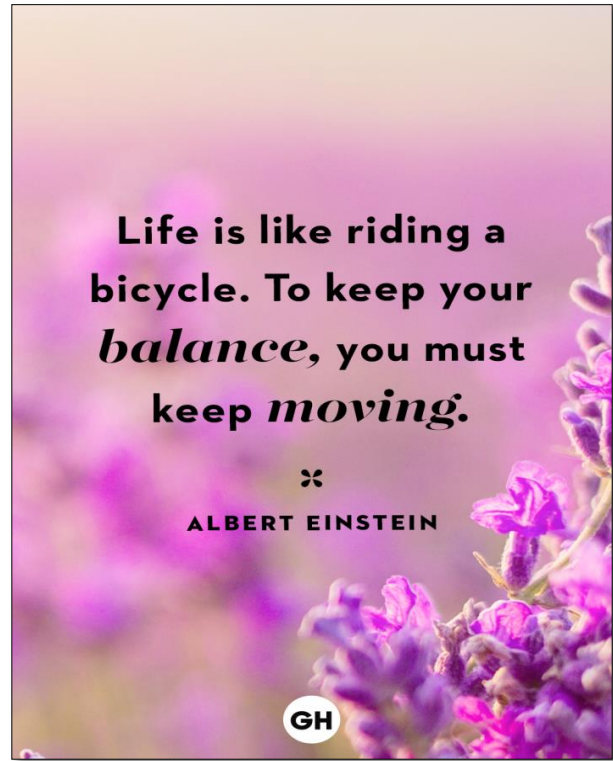
The APC Event was modulated very systematically and all the members were professional and proficient. The event was a blend of both theoretical as well as practical scenarios which greatly helped to bring out the creativeness and thought processes. The Pune Managing Committee developed a program such that there was not a dull moment and they made the event a grand success.

The long journey which started in our own State got ended at the National level with a high note in Pune. The extravaganza was accompanied with Sumptuous Meals, Musical Show, Retro to Metro theme Party and the City tour as add on.

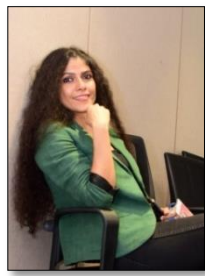
The key take-away from this event is an understanding of specific needs and budgeting.

**I would recommend people to participate in this event and experience the difference.**

**Yogita Sharma**



**New Members**



**Nisha Vishwa**

Nisha has 16 plus years of diverse experience in providing administrative & operational support to CXO leaders. She holds a PG Diploma in Management from Sikkim Manipal University and has completed her graduation from DU. Nisha has been with Airbus India for more than three years and in her current role, assisting Head of Finance and Head of Legal for the organization. An avid biker, Nisha also invests time designing her own clothes, jewelry and managing her house.

Nisha Vishwa



## Know your Member



**Rini Ajeet**

She works as a head of learning and organizational development at Ecos (i) Mobility and Hospitality Pvt. Ltd.



**Jaya Keswani**

Jaya Keswani is a new joinee of our association. She lives in Dwarka with her husband who works with Johnsons and Johnsons, son with Samsung and daughter with Ericsson.

She started her career as an Executive Assistant and by virtue of her experience in various verticals; she has developed expertise in managing operations as an Administrator / Coordinator / Executive Assistant. She also worked in various multinational companies and FDC – Experion, Blue Star, Mesco, Punj Lloyds. Finally, she has reached at the level head of operations, heading various departments at Amila Group.

She quotes, “my personality consists of different characteristics traits and habits which help me make a decent human being. I believe in my own knowledge and understand the importance of keeping my promises, honour and modesty. Having gained vast exposure to strategic planning and the challenges of on-the-ground execution, I am confident to lead and mentor any size of team. Someone has very well said that real opportunity for success lies within the person, and I proved it. “



**RAMONA KEELOR**

A Delhi Girl, who did her schooling @ Carmel Convent, Malcha Marg, New Delhi and then successfully got a Diploma in PA/PS and Business

Management @ YMCA and a Post Graduate Degree from Delhi University.

Having taught Senior Classes at Convent of Jesus and Mary in addition to playing the role of PA to the Principal at Convent of Jesus and Mary, Delhi, for Six years and then Assisting the Principal of St. Columba's for a year before joining Hewlett Packard for Seven Years and Cadence, NEPZ, for Ten Years as Office Manager and PA to the Managing Director.

It was while working at HP that Ramona participated in the - NIPS now IASAP Secretary of the Year contest and was the Delhi Winner and First Runner Up All India Finals @ Mumbai. In addition, Ramona loves Music. She has sung with a couple of groups during her College days and last year joined CCM - Capital City Minstrels and performed at India Habitat Centre and other Venues. She has also joined a Hindi Music Group - Tarannum.

Ramona has a lovely family - her Husband, Basil Arun Keelor is a Director at EFS, has always been her Guru, Guide and Mentor and her two kids Arjun doing his final year MBA and Annika doing her final year at Jesus and Mary College are her Left hand and Right hand, Left Eye and Right Eye basically her heart and Soul and her whole world.

Ramona along with her husband Basil have done a lot of Community Service and have been a regular at the Mother Teresa's Home in

Jangpura – B., the Old Age Home in Gurgram and the Earth Saviours Foundation, on the outskirts of Faridabad. In fact her daughter Annika received a special award from Earth Saviours Foundation for the hours spent with the patients at the Foundation and helping them resolve various issues.

Ramona loves traveling, cooking and eating Gourmet Food - though her favourite still continues to be the simple home made Dhal and Rice and loves Sarsaon ka Saag and Makki ki Roti and Dosa's and Filter Coffee.

Ramona loves Dogs and has two French Bull Dogs, Asher and Orion Keelor who have Oodles and Ooddles of Energy and are a joy to have around.

To Sign off - Ramona would like to say, live each day as if it were your last day on Earth - live each moment to the fullest and Invest Not in Gold and Silver but in Good Friends as they are worth their weight in Gold.

Live, love and Laugh away stress and all the hurdles that come in your way.

Ramona

*Lord Byron*

SHE WALKS IN BEAUTY

She walks in beauty, like the night  
Of cloudless climes and starry skies;  
And all that's best of dark and bright  
Meet in her aspect and her eyes:  
Thus mellowed to that tender light  
Which heaven to gaudy day denies.

One shade the more, one ray the less,  
Had half impaired the nameless grace  
Which waves in every raven tress,  
Or softly lightens o'er her face;  
Where thoughts serenely sweet express  
How pure, how dear their dwelling place.

And on that cheek, and o'er that brow,  
So soft, so calm, yet eloquent,  
The smiles that win, the tints that glow,  
But tell of days in goodness spent,  
A mind at peace with all below,  
A heart whose love is innocent!



## What Went Wrong (Shared By AnjanaTandon)

There was a very brilliant boy; he always scored 100% in Science. He got Selected for IIT Madras and did very well. Then he went to the University of California for MBA and got a high paying job in America and settled there. He married a beautiful Tamil girl, bought a 5 room big house and luxury cars. He had everything that makes one successful but a few years ago he committed suicide after shooting his wife and children.

**\*WHAT WENT WRONG?\***

California Institute of Clinical Psychology Studied his case and found “what went wrong?”

The researcher met the boy's friends and family and found that he lost his job due to America’s economic crisis and he had to sit without a job for a long time. After even reducing his previous salary amount, he didn't get any job. Then his house installment broke and he and his family lost their home. They survived a few months with less money and then he and his wife together decided to commit suicide. He first shot his wife and children and then shot himself.

The case concluded that the man was Programmed for success but he was not trained for handling failures.

When you begin to have success, don't automatically think you can no longer fail. [Bill Gates](#), founder of Microsoft and one of the richest men in the world, warns of this all the time.

A lot of times you see someone as successful as Bill Gates and it is easy to think that he must do everything right. He never makes mistakes, does he? Wrong.

And he is the first to admit that he has to avoid letting his success make him feel invincible. In fact, one of his most famous quotes is: “Success is a lousy teacher. It seduces smart people into thinking they can't lose.”

Bill Gates wasn't successful right out of the gate (no pun intended). He was a Harvard dropout and his first business, [Traf-O-Data](#) was a complete failure.

He had to learn a few lessons before becoming the billionaire he is today. Luckily, he is always willing to share his wisdom with the world.

Now let's come to the actual question, What are the habits of highly successful people?

First of all, there are many people who will tell you about success habits but today I want to tell you that even if you have achieved everything, yet there is a chance to lose everything, nobody knows when the next economic crisis will hit the world. The best success habit according to me is getting trained for handling failures.

I also request every parent, please not only program your child to be successful but teach them how to handle failures and also teach them proper lessons about life. Learning high-level science and maths will help them to clear competitive exams but a knowledge about life will help them to face every problem. Teach them about how money works instead of teaching them to work for money. Help them in finding their passion because these degrees will not help them in the next economic crisis and we don't know when the next crisis will hit the world.

\*"Success is a lousy teacher. Failure teaches you more."\*

### **Some Ways to Avoid Overconfidence from Success**

Knowing how to handle success is just as important as knowing how to handle failure. Whether you succeed or fail, you should learn from the results.

But, to avoid letting success get to your head, here are a few strategies you can apply:

- **Get truthful feedback.** Surround yourself with trusted advisers that aren't afraid to be frank with you. Don't just build a team of "Yes-Men". Have people that will tell you when you're wrong and give you honest advice.
- **Always be learning.** Successful people like Bill Gates all have something in common, they read daily. If you aren't constantly learning and becoming wiser, you will lose your edge and make worse decisions.
- **Remove emotion from your decisions.** Warren Buffett once said, "*If you cannot control your emotions, you cannot control your money.*" You have to learn to stay cool and collected. You will continue to see success if you make logical decisions instead of emotional ones.
- **Be grateful.** Sometimes you have to take a step back and just remember how far you've come. Remember what got you this far. Thank people that helped you be successful in the first place. If you do these things you will be more humble and less arrogant.
- **Block out a time of thinking each day.** Another thing many of the most successful people in the world do is just take time to think. Stop overloading your mind with tasks. Stop moving through the day so quickly. Stop and just think a while so you always have your head on straight.

### **Conclusion**

You always hear people saying you must learn from your mistakes, but not very many people tell you what to do when you're successful.

Learn from your mistakes, be humble when you are successful and never take anything for granted. Otherwise, you may not be successful for very long.

Thanks





- January - A Training
- February - Charity
- March - Women's Day
- April - Administrative Professional Day
- May - AGM

Venue: and other details to be announced

**Esperanto Team:** *Anjana Tandon, Asha Bhandoola*

**Disclaimer:** The views expressed in Esperanto are those of the authors and not necessarily that of IASAP  
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