



HR GAZETTE

ABUDAWOOD PAKISTAN

VOLUME 10, ISSUE 1

DECEMBER 10, 2013

Welcome:

- * Major Zahid Naseem– Manager Admin
- * Abdul Ghaffar Jakhrani– Financial Analyst
- * Waqas Ahmed– Section Supervisor, Gujranwala

Farewell:

- * Zeeshan Khan– Section Manager, Karachi
- * Imran Qureshi– Unit Manager, Karachi

Key Vacancies:

- * Section Manager– Karachi
- * Warehouse Supervisor– Abbottabad
- * Sales Representatives– Karachi, Lahore, Islamabad
- * Supplier Officers- Karachi, Lahore, Islamabad

Send your referrals to HR to assist in filling these vacancies and winning referral reward

No. of referral rewards given last month=4

SNEAK PEAK INTO THE LAST MONTH



Guest Speaker Session-LSE

Management Recruitment Team arranged a Guest Speaker Session of the Country Manager at Lahore School of Economics, Lahore on November 20th. The topic on which Nael Ahmed shed light on was “Organizational Culture: Beliefs, Values, Norms and their Impact on an Individual’s Success”. Nael gave a brief company introduction and then led a 1 hour 30 minutes session on how vital a good culture is for the individual performance and overall organizational success. He also emphasized upon what Abudawood looks forward to in a young graduate. The session closed with ADP distributing giveaways among the students and LSE presenting Nael Ahmed with a souvenir. LSE alumni, including Omar Khan, Nabeel Khawar (SMs Lahore), Zaid Nomani (Designate BM Sialkot) and Haider Ali Khan (Designate SM Lahore) along with Muhammad Amir (UM Lahore) were also present at the session.

Health Insurance Management Module-Goes Live!

Comp & Ben Team, in collaboration with the IT Team, has successfully automated the paper-based process of **Health Insurance Management** onto the ADP Portal (available under the “**Human Resource Module**”). This process previously a paper-and-pen one, had significant cost and manpower inefficiencies. It now has provisions for the employees to manage their personal health insurance enrolment and a section has been provided to manage the same for direct aides who do not have their domain/e-mail addresses. This is another successful step towards process automation in HR.

HEALTH TIP OF THE MONTH



Watch Your Posture!

- ⇒ Certain ergonomic changes can really make a difference:
- ⇒ Sit close to the work station.
- ⇒ Keep monitors at eye level.
- ⇒ Keep the keyboard (or the steering wheel, if the job involves driving) at a level that doesn't require too much reaching and isn't too high or low.
- ⇒ Sit with legs flexed at a 90-degree angle with feet resting comfortably on the floor.
- ⇒ Lift objects with the legs and keep the object close to the body and toward the middle of the trunk.

Read of the Month-- "Are You Struggling To Find a Work-Life Balance?"

Striking a balance between work and personal time can be a constant struggle. There simply aren't enough hours in a day to accomplish the things you want in your business let alone in other areas of your life – time with your family, time to relax, read a book, or do something just because it's fun.

If your work dominates your life and you find yourself missing out on the things that really ARE important – ask yourself this question:

Do you have work, or does your work have you?

- Do you spend too much time working IN your business and not enough working ON it?
- Are you up late at night or during the weekend catching up on admin?
- Can your function keep running successfully if you're not there?
- Does your work get in the way of spending time with your family and the things you love to do?

What is a work/life balance anyway?

It's really a misnomer. There is not your work, and then your life. There is just your life, of which work is a component. It's how you fit that component into your life that makes the difference.

If this continues to be a challenge, you run the risk of becoming stale, exhausted and stressed out – no good for the business, no good for your family, and no good for you.

I'll let you in on a secret – if you have a life with everything included (and nothing left out), you'll turn your energy on its head. You'll have a fresh approach, greater clarity and objectivity, you'll feel inspired and accomplish more than you ever thought possible.

If you're constantly struggling to strike a balance between your business and your personal life, perhaps it's time to take back the reins and start really being THE BOSS

**Source-Business Blogs*

GROUNDS COVERED

ARCHIVING

Non-Management Recruitment team is spear heading this vital project wherein all the employee documents will be scanned to go digital. Result: paper free records! As a process, all employees have been asked to get their documents completed for their respective P-Files. At the same time, the complete files have been entered into the digitization phase. Upon completion, this project will be an addition to the paper less environment that HR in collaboration with IT is actively working upon.

IDP AUTOMATION

PM Team is closely working with IT and CLD department to streamline and improve ADP's IDP portal. Full fledged work is being done on the new portal which will come with a user friendly interface giving options such as printing, changing fonts, colours etc. and a much detailed CLD portion. Considering the quality and aptitude of level 12 employees we have on board, access has been given to level 12 employees and MTs for setting their SMART objectives this year which is happening for the first time in the company's history.

ON THE LIGHTER SIDE...

