

HR GAZETTE

May 13th 2014

Abudawood Pakistan

Welcome!

- * Muhammad Waseem Ashrafi- CSL Supervisor
- * Awais Qamar- Section Supervisor
- * Choudhry Muhammad Aamir- Unit Manager
- * Aysha Mahmood- Assistant Manager HR
- * Maria Anwer- Section Supervisor
- * Esna Salman Bhatti – Unit Manager

Farewell!

- * Rameez Rizwan – Section Manager
- * Palwashah Bukhari – Assistant Manager HR
- * Ahsan Ali -Senior HR Officer
- * M. Amir Hanif - Designate Section Manager

Key Vacancies

- * Accounting Supervisor Quetta
- * CS&L Supervisor Jhang & Chakwal
- * Section Supervisor Sargodha
- * Section Manager Faisalabad
- * Sales Consultants KLI
- * Warehouse Supervisor Gujrat & Faisalabad

No. of Referral Awards
given last month = 6

SEND YOUR REFERRALS TO HR TO ASSIST IN FILLING THESE VACANCIES AND WINNING REFERRAL REWARD

Sneak Peak into the Last Month Guest Speaker Session at IoBM



Considering the importance of having a good culture within an organization and to impart knowledge on the same, Country Manager- Nael Ahmed, visited IoBM and shared his thoughts on the subject. He also shed light on how important it is for the youth to have the

right attitude in order to be successful in the corporate world. It proved to be an extremely interactive session where students showed keen interest and asked a lot of questions. **According to Nael, "100% Honesty is possible in Sales"**. Give it a thought Folks!

Employee Developmental Moves

Provision of career growth and developmental opportunities have always been the prime focus of ADP. Following the same tradition, we congratulate the following employees who have been assigned new roles and wish them all the best;

- **Kamran Haider** - From Section Manger to Unit Manager Designate
- **Ebraheem Aftab** – From Assistant Key Accounts Manager to Key Accounts Manager Designate
- **Munyba Khan** – From Assistant Manager HR to Brand Manager Wella Designate
- **Bilal Iqbal** – From Sales Development Manager to District Manager MR Designate
- **Muhammad Taha** – From Category Manager to Sales Development Manager Designate
- **Bilal Shah** – From Assistant Category Manager to Category Manager Designate
- **Kiran Ali** who was previously handling the function on an acting role was formally given the role of **Manager Human Resources** this month.

HR HIGHLIGHTS

- In order to screen students for the upcoming MT, GT and Internship Programs we conducted 3 Annual Recruitment Drives in **NUST** Islamabad, **IBA** and **IoBM** Karachi. Interviews of about **698** students were taken out of which a good pool of bright students was extracted to contact them later for hiring them for the aforementioned programs. We plan to induct MTs by first week of June followed by GTs and Interns.
- Branch Culture Survey is being carried out in full spirit at different locations of Pakistan. We received an overwhelming response from people where they have shared their concern and suggestions for bringing about improvements in the ADP culture.
- Understanding the importance of multiple perspectives in the grooming of our people 360 degree feedback was initiated by HR, sessions for which have been conducted. **Have a great time giving Feedback!**
- Creating a paper free environment was one of HR's main objective of the year. Alhamdulillah, we managed to convert every P-File of level 13 & above employees into the Archiving Database. **Kudos Team!**

DAILY LAUGH!



Joke of the Day...

Supervisor: This project isn't something we can finish off quickly. It's like an onion. It has layers that we have to peel away, one by one.

Coworker: And it will make us cry a lot.

7 REASONS TO BE HAPPY EVEN IF THINGS AREN'T PERFECT NOW

1. Enjoying the present moment is a habit that takes practice.
2. Finding reasons to be happy now can benefit your future.
3. Tuning into joy can improve your health, something that affords you many possibilities in life.
4. Consistent, long-term happiness depends on your ability to notice and appreciate the details; you can polish that skill right now.
5. Every day is a new opportunity to be better than yesterday; that pursuit can increase your self-esteem and accordingly your happiness.
6. You can be who you want to be right now, no matter what your situation looks like.
7. Finding joy in the present moment, no matter how inadequate it may seem, makes a difference in other people's lives.

Tips on Workplace Etiquettes



- Be approachable.
- Engage people.
- Greet people with a smile.
- Pay compliments regularly.
- Stay away from gossip.
- Dress sensibly and smart
- Avoid social networking at workplace.
- Develop a welcoming and warm personality.
- Always smell pleasant.



"Until you make the unconscious conscious, it will direct your life and you will call it fate." ~ Carl Jung