

Welcome:

- * **Faysal Ishrat-Unit Manager, Islamabad**
- * **Muhammad Asif- District Manager, Karachi**

Farewell:

- * **Shahzad Khan- District Manager, Multan**
- * **Khalil Uddin- Manager Administration, Karachi**

Key Vacancies:

- * **Financial Analysis Manager-Karachi**
- * **Manager Administration-Karachi**
- * **Cashier-Quetta**
- * **CS&L Officer-Mandi Bahauddin**

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

No. of referral rewards given last month=3

SNEAK PEAK INTO THE LAST MONTH



HR Forum held at IBA Karachi

This event was hosted by the IBA Career Development Center and was organized on May 17, 2013 at IBA City Campus. The HR forum was organized to enlighten students with the perspectives of professionals from established organizations belonging to different disciplines. The panel discussion included speakers from different organizations and from ADP, the HR Head Hamna Akhtar was the invitee. The discussion was engaging and the moderator tactfully probed about the skills and expertise that the panelists look for in potential employees. One of the relevant queries the moderator put up was about the employers' perspectives of IBA undergrad students after their acquisition of the two years work experience that has been declared mandatory by IBA before they can apply for admission in its MBA program.

It was also interesting to note that the audience comprising of the MBA batch demonstrated a lot of interest in the discussion and the panelists also entertained their queries to the best of their ability

Annual Recruitment Drive 2013 at IBA

The annual Recruitment Drive was held at IBA in the city campus in Karachi on May 25th in order to screen students for the Management Trainee, Graduate Trainee and Internship Programs. Interviews of about 80 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. Students were also handed over the company brochures and branded flasks as giveaways.

THANK A COLLEAGUE



"I am thankful to Muhammad Mushtaq (RM Karachi) for providing clear directions, attention and encouragement for achieving goals. I am just a callow learning to fly beneath his wings. I am grateful to Talha Ahmed (BM Karachi) for his time, patience and considerations for enhancing my depth of knowledge. Words are few but respect is high. Shukriya !!!"

Abrar Ahmed
Branch Manager
Bahawalpur

Health Tip of the Month



DO NOT MISS BREAKFAST!

Make time for breakfast every morning before or after coming into the office. A hearty breakfast is key to maintaining your food balance throughout the day (aim for a healthy daily 3 to 5 meal plan).

MANAGEMENT TRAINEE PROGRAM-2013

Work for Abudawood Pakistan's prestigious Management Trainee Program was initiated. Out of a pool of 450 candidates, 60 made it to the second last round. Final 10 were selected to be a part of the 1 year developmental program that will commence from July 1st.



GROUND'S COVERED

* UPDATING EMPLOYEE EDUCATIONAL RECORDS

An extensive exercise leading to utilization of several man hours was initiated for employees pan Pakistan. The activity marked the updating of the current educational status of every employee which will also assist in promotion recommendations for the annual IDPs.

* INITIATIVE TOWARDS PAPER SAVING

Payroll of ADP permanent employees and 3pl employees was generated through online attendance (using Timetrax) for the very first time. It is a big step forward towards paper free environment and saving cost related to printing, papers and courier.

* SUCCESSION PLANNING ENTERS THE THIRD PHASE

In the second phase last month, HR developed a basic framework for succession planning on the basis of which successors were to be identified for each position. While entering its third phase, the process was more clearly defined. Competencies and dimensions of critical designations were consolidated for comparison between the positions across company. Individuals were mapped against every position through designation trees. Career paths for each position were defined to later delineate the career paths for each successor. Work on the identification of successors for high critical positions was initiated so that they could be developed through career development programs.

IT'S THAT TIME OF THE YEAR...

IDP wave is in the air. IDP process was initiated in the month of May. A thorough list of Dos and Don'ts was prepared to minimize the errors and flaws and help employees avoid a biased approach. They were widely shared and put up on the notice boards in the

branches. An exercise of updating the hierarchy structure was also conducted during May to avoid any reportee problems and enable employees to handle the process efficiently. IDP Guideline sessions were conducted for all districts pan Pakistan to educate

employees for conducting the appraisals in its true spirit. An extensive IDP calendar was prepared defining tasks and responsibilities of every stake holder in the process with timelines and shared with all employees.