

### Welcome:

- \* M. Aazan-Accounting Supervisor, Quetta
- \* Khurram Waheed- Supplier Supervisor, Gujrat
- \* Usman Akbar- Section Supervisor, Quetta
- \* Anif Chishti- Section Supervisor, Karachi
- \* Mohsin Butt- Section Supervisor, Wah Cantt
- \* Fahim ul Haq- CSL Supervisor, Kasur

### Farewell:

- \* Shakeel Memon- District Manager, Karachi
- \* Samrah Ibadat- CLD Manager
- \* Omer Tariq- Section Manager, Lahore

### Key Vacancies:

- \* Sales Representative-Lahore
- \* Sales Representative-Islamabad
- \* Supplier Officer- Lahore
- \* Supplier Officer- Islamabad
- \* Section Manager- Multan
- \* Assistant Manager- Purchase

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

No. of referral rewards given last month=2

## SNEAK PEAK INTO THE LAST MONTH



### Guest Speaker Session-NUST

Management Recruitment Team arranged a Guest Speaker Session of the Country Manager at National University of Science and Technology, Islamabad on October 10<sup>th</sup>. The topic on which Nael Ahmed shed light on was "Team/Organizational Culture: Beliefs, Values, Norms and their Impact on your Success". Nael gave a brief company introduction and then led a 1 hour 15 min 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 NUST presenting Nael Ahmed with a souvenir. NUST alumni, including Abrar Ahmed (BM Bahawalpur), Abeer Khan (Designate BM Lahore), Somaya Mukhtar (MT) and Merriyam Alinoor (Designate SM Islamabad) were also present at the session.

### Training and Deployment of HR Modules

Comp & Ben team in collaboration with IT (Asad Ali) successfully conducted training sessions in major ADP branches including 12 different locations, to integrate stand-alone web portals in ADP portal with revised features. This includes I-Expense, Health Insurance and PDSS portals. I-expense portal is integrated in ADP Portal with new user interference and user friendly features. Health Insurance module has been introduced in ADP portal as a new feature which can help employees in enrolling themselves and their dependents online in the company's Health Insurance policy, creating an online database. Revision of PDSS portal based upon the suggestions from the field will be implemented in a month's time. Training of Online Referral Rewards system and Education Management system was also conducted during the visits.

## HR TASKS AND RESPONSIBILITIES

This is to give you a brief overview of who is taking care of what so that all your queries are directed to the relevant person for a faster response.

Kiran Ali-To be copied in all HR related mails

### Comp & Ben

- Arslan Javed– For payroll related queries
- Shams Khan– For Full and Final Settlement, resignations, EOBI, health Insurance claims and OPD
- Mohsin Rohi– For expenses, incentives, PDSS and ESSII

### Performance Management & Succession Planning

- Atika Imtiaz & Areeba Ali– For IDPs and change of roles

### Management Recruitment

- Munyba Khan & Ahsan Ali– For recruitment from level 11 to 16, confirmations and referrals

### Non-Management Recruitment

- Palvashah Bokhari & Noman Butt -For recruitment from level 7 to 10, verification and pre employment medical

### HR Services

- Saad Jamshed & Shoaib Khan- For disciplinary actions, show cause notices and Ufone SIMs

## A PROUD MOMENT

Shared by Nabeel Khawar, Section Manager, Lahore

Please check out the link <http://tribune.com.pk/story/628802/winning-and-losing-distributors-make-or-break-fmcg-companies-fortunes/>

## Read of the Month--“Sales Manager– Psychopaths Need Not Apply”

### Example#1

A local Sales Manager goes a little bit crazy at her staff over some mistake that was made, and storms out of the room. Silence followed..then a salesperson muttered-“Well I guess our ‘Old Psycho’ had a fight with her husband last night!”. Funny, yes, but whilst the staff used humor as their coping mechanism, it was to handle a more sinister problem – the lack of self awareness in their Sales Manager.

A vital attribute of any leader is self-awareness. It means a leader is fully aware of how their behavior affects the people around them, especially their staff. A good leader behaves positively, and Sales Managers in particular must be known for this quality. What affect do you think ‘Psycho Manager’ had on her sales team? Would her salespeople feel positive and motivated, or would they have the life sucked out of them?

### Example#2

There was a manager I knew. Every morning when he arrived at the office he went from desk to desk chatting with every one of his staff. He would go far beyond the usual greeting, taking time to connect, chat about their world both at work and outside of work, and even make decisions whilst they had his attention. By the time he got to his desk, 45 minutes easily passed every morning. On one particular morning after arriving late, Peter went through the same ritual of connecting with his team. However, after he went inside his office, his secretary leaned over to me and whispered “His wife miscarried last night. That’s why he’s late”.

This sales manager was self-aware. Realizing his behavior affects his staff, he remained positive in spite of going through a heart wrenching personal crisis. Are we fully aware of the emotional space we are in at any time so that we can manage ourselves? If we are, then it may be said we have well developed E.Q. or emotional quotient.

**What’s more, if we asked your staff to name a positive person, would they choose you?**

*\*Source: Business Blogs*

## GROUND S COVERED

### HR SOPs & POLICIES

HR has actively and aggressively started working on streamlining processes and policies pertaining to every task that falls under its domain. The purpose behind the project is to create one stop of reference for guidelines on different operations that are carried in HR. The activity will lead to the creation of an updated and organized Manual of SOPs and Policies that could be referred to any point in time. All updated policies and work flows will also be shared with the field for a quick refresher.

## ADP INTERESTING FACTS

### Did you know?

- ◇ Average age of ADP employees is 31
- ◇ Oldest employee of Abudawood Pakistan is aged 60
- ◇ Youngest employee of Abudawood Pakistan is aged 19
- ◇ Accounts department spends the most time in the office averaging to 12.72 hours per day

## ON THE LIGHTER SIDE...

