

HR GAZETTE

November 2014

Abudawood Pakistan

Welcome!

- * Arslan Saif – Unit Manager Gujrat
- * M. Tahir – ISL Regional Admin Officer
- * Shahzad Naseer – Section Supervisor Kasur

Farewell!

- * Atif Akram – Section Manager
- * Umer Siddiqui- Assistant Manager SFO Operations
- * Marriyem Alinoor – Section Manager
- * Rabiya Bakht – Senior Admin Officer
- * Sharjeel Ahmed– Section Manager Gujranwala

Key Vacancies

- * UM – Ferrero KHI
- * Section Manager – FSD, LHR, Gujranwala
- * Sr. Admin Officer - Karachi
- * Section Supervisor – KHI, Sub D ISL
- * CS&L Supervisor – Gujran Khan
- * Accounting Supervisor – Lahore

No. of Referral Awards
given last month = 02

SEND YOUR REFERRALS TO HR TO ASSIST IN FILLING THESE VACANCIES AND WIN A GOOD REFERRAL REWARD

Every Minute is Tracked!!

They say, "Alone we can do so little; together we can do so much." Collaboration of IT and HR has proven this right! In pursuit of continuous improvement and paper free environment, we initiated the development of an in-house leave management portal; "Time-Tracker". Why was there a need to develop a portal when we already had TimeTrax?? Well, innovation is always the next step towards success. This portal will serve a dual purpose role by facilitating our employees with user-friendly features interface and enabling us to maintain a quicker and singular management of records pertaining to Attendance-Leave Management. Moreover, we always aim to be cost effective hence, our in-house model will help us save annual maintenance cost, along with extraction of data/reports as per our needs and requirements.



Our thinking was given its actual shape with the commendable support of our IT team. They have shown that, ADP is enriched with technology to enable us excel in our daily tasks and roles.

Time-Tracker has been successfully launched. Get accustomed to it, to better maintain your daily attendance and leaves. We need to ensure that our system is robust and works efficiently at all times, therefore we are constantly working for its betterment. We are open to suggestions/recommendations from your end. Let us strive together to stand out. **Enjoy yet another development.**

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:

- * **Arif Ali Khan** - From Assistant Manager Sales Development to Branch CS&L Manager-Bahawalpur
- * **Faisal Afaq** - From Senior Purchase Officer to Warehouse Supervisor
- * **Kayhan Baloch** - From Warehouse Officer to Section Supervisor

Congratulations!

On behalf of colleagues and friends, HR would like to congratulate the following people on their moments of joy!

Muhammad Ayub – Section Supervisor Lahore: On upgrading his education with completion of MBA. We wish him all the success in his life ahead.

Dilawer Hussain – Section Supervisor Okara: On upgrading his education with completion of MBA. We wish him luck in all his endeavors

Bilal Shah Khan - Category Manger: Congratulations on having a baby girl. Wishing the little one good health and happiness all life-long (Ameen)

Mohsin Nadeem – Sr. HR Officer: Congratulations on his wedding. Stay blessed always (Ameen)

The 5 Must-Have Qualities Of The Modern Employee

According to Jacob Morgan, author of "The Collaborative Organization (McGraw Hill), to keep pace there are five qualities that the modern employee needs to possess.

1. Embrace Change
2. Have a voice in your Company
3. Be Autonomous
4. Share and Help Others
5. Filter and Focus

What other qualities do you think are crucial for the modern employee?



HR- at a glance

*The drive to provide our employees with the best user interface motivates us to look for ways of continuously improving our system. HR closely worked with IT to ensure a new user friendly interface of the portal for locking of GOALS/SMARTS and IDPs. Furthermore, all level 11 employees have been shifted to the SMARTS format bringing all supervisory and management levels now on one standardized format of IDPs.

*To bring more objectivity and transparency in the IDP process, we worked on detailed KPIs this year upon which individuals were rated. The same are now being automated on the portal to ensure an efficient process this year. HR is closely working with other departments in driving out their KPIs which will soon be part of our new IDP system.

Jump Start Your Brain With These 6 Morning Habits

Exercising right after you wake up is a great idea. However, if that's not your cup of tea, there are things that will jump start your brain that take a lot less exertion.

Not everyone is a morning person. Whether you're the type of person who hits snooze seven times or you jump out of bed, ready to tackle the day, you likely find your brain needs a little warm-up time before you tackle the challenges of the day. A hefty jolt of caffeine can help, but past studies have found that once you're addicted to caffeine, all that trip to Starbucks does is prevent withdrawal symptoms.

Whether you're a morning person or not, there are things you can do to help make your mind sharper before you start your workday.

1. **Exercise:** As tempting as it might be to hit the snooze button and get 15 more minutes of sleep, it actually is much more beneficial for you to get out of bed, put on your workout clothes, and go for a brisk walk or run.
2. **Eat the Right Foods:** That morning pastry could actually be slowing you down. That short burst of energy you'll get from the sugar and carbohydrates is only temporary, to be followed by a crash that leads to feelings of fatigue, hunger, and difficulty concentrating. If it's your habit to grab a doughnut or toaster pastry on your way out the door, try instead keeping healthy snacks on hand that can be consumed on your way to work.
3. **Get Cold:** It may feel better to get out of bed to a warm house and step in a warm shower, but all of that warmth does little to chase away the grogginess. For a quick wake-up, splash ice cold water on your face and, if you're feeling really brave, turn the shower on cold for a few seconds before heating the water up. Once you're dressed and out of the house, keep your car cold for a while to wake your mind up.
4. **Let the Light In:** Waking up in a dark room makes it even more difficult to wake up. As soon as your alarm goes off, open the blinds and let as much light into your room as possible. The light helps let your brain know it's time to get up.
5. **Get Enough Sleep:** Instead of staying up late the night before to work on a project or watch your favorite TV show, go to bed early. While the number of necessary hours of sleep varies from person to person, many people are suffering a sleep deficit without even realizing it.
6. **Try Shifting Your Schedule:** If you find you're groggy in the morning, admit that your current schedule might not be working. Try shifting your schedule to allow you to get up a half an hour later, even if it means working a half an hour later in the afternoon.

For many professionals, getting started each day can be challenging. By changing your habits slightly to incorporate activities to make you more alert, you can overcome your grogginess and start your day on the right foot.

Fun Zone

Riddles:

1. I am used to bat with, yet I never get a hit. I am near a ball, yet it is never thrown. What am I?
2. If an egg came floating down the Green River, where did it come from?
3. I have a head like a cat. I have feet like a cat. But I am not a cat. What am I?

Top 5 Winners of Last Month:
 Chd.Kaiser Imran, Wahaj Zuberi, Rafael Amjad, Farhan Elahi and Nabeel Ahmed.

**Email me your responses. Winners will be announced in next month's newsletter.*

Daily Laugh!



The measure of who we are is what we do with what we have... Vince Lombardi