

HR GAZETTE

October 2014

Abudawood Pakistan

Welcome!

- * Naushin Shahid – Business Unit Head Wella
- * M. Talha Khan – Manager Taxation & Insurance
- * M. Irfan – Warehouse Supervisor
- * M. Asif Iqbal – Warehouse Supervisor
- * Usman Zaheer – CS&L Supervisor
- * Aysha Mubarak Hasan – Sales Manager Wella
- * Maryam Zahid – Sales Trainer Wella

Farewell!

- * Sumaira Siddiqui - AM Supply Planning
- * Rabiya Fatima – AM Finance
- * Esna Salman Bhatti – CBD Manager Wella
- * Nabeel Islah – Section Supervisor Sub D
- * Aziz Ur Rehman – Section Supervisor

Key Vacancies

- * UM – Ferrero KHI
- * Section Manager – FSD, MUX, Gujranwala
- * Sr. Purchase Officer - Karachi
- * Regional Hub Accountant – MUX
- * CS&L Supervisor – Lalamusa
- * SR Ferrero – Lahore, Islamabad

No. of Referral Awards
given last month = 08

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

SMARTS TRAINING SESSION

Let us Empower our Level 11!!

Keeping in view the utmost importance of goal setting that derives our SMARTs, HR started off with system up gradation of IDP portal. To cater to employee development moves we are now bringing all level 11 employees on the same IDP format as used for level 12 and above.



We initiated this practice last year with level 12 employees who were brought on the same format used for managerial levels. This fiscal assessment of Level 11 will be done on the SMART objectives set at the beginning of the year, empowering them to set goals for themselves. To enable smooth transition, training sessions were conducted Pan Pakistan to help employees develop an understanding of the IDP system and how they can lock their SMART objectives on the portal. These trainings were attended by all level 11 employees as well as all new joiners of ADP who were new to the system.

Useful Tip: If you intend to be appraised well, communicate your assignments thoroughly to your managers at the beginning of year. Seek their guidance and alignment throughout the year in every initiative that you take. Try to be organized that will lead you towards excellence. Achievement will surely come your way Insha'Allah ☺

Time for my 360 Degree...



Understanding the importance of multiple perspectives in the grooming of our people the project of 360 feedback was initiated whereby feedback was collected from managers and peers. Based on the data gathered, detailed reports have been prepared and shared with the individual recipients, containing graphical illustration of their self-view in comparison to others view of them.

An overall score of each profile was generated to give a snapshot review of the positivity/negativity of their feedback. To ensure understanding of the feedback, all the responses were presented through spider web comparisons along with bar graphs for the holistic view.

Each report also entailed a personal development document at the end which every recipient is required to fill to improve his/her areas of improvement. Individuals are expected to discuss their reports thoroughly in order to excel in their careers. Needless to say, HR is there to support you all in every possible manner.

Islamabad Branch – Cricket Extravaganza

Keeping up with the spirit of teamwork and celebrations at ADP, Islamabad branch held a cricket tournament at the start of September 2014. Both the departments CBD and CS&L participated. Arrangements were made to ensure maximum fun and leisure. Teams were divided into four shown as below:

- Islamabad Unit (CBD+CS&L)
- Rawalpindi HFS (CBD+CS&L)
- MM Unit (CBD+CS&L)
- Managers of CBD + CS&L

Islamabad Unit team remained unbeaten and after a nail biting final with MM Unit, emerged as winners.

Star performers in final were sales representatives Majid and Naem.

Other major players of the tournament were sales representatives Faheem Niaz and Noman Abbasi, while unit manager Faysal Ishrat also showed some extraordinary performance by hitting 5 sixes in a row. The match ended with a lavish dinner.



HR- at a glance

* In order to facilitate our field more meticulously and effectively, HR took an initiative of rotating each employee of HR for one day at the branches and one day at the market. We aim to contribute significantly towards the business and develop strong cohesion between the functions, which would require the need for better understanding of operations at the branches and how sales are carried out in the market.

* In pursuit of recognizing the achievements and performance of 3PL manpower, the process for Performance Appraisals was carried out by HR Services. Major tasks included coordinating and supervising the process to ensure that it is completed in time and followed prudently. Appraisals of 3PL employees successfully got completed by end of September 2014. Performance based increments will be disbursed shortly.

OUR STARS OF THE MONTH!!



Top District
Dur Andesh

Top Sales Representatives		
SR Name	SR Section	SR Rank
Mohammad Anas	Islamabad - 1	★ 1
Amir Rafiq	Lahore 1 - 3	★ 2
Faisal Ahsan	Gujranwala - 2	★ 3



We are pleased to recognize the excellent performance for the month of September 2014. We have with us top 3 sales representatives and the top district of the month. **Congratulations!** Your hard work and dedication has paid off. We wish you success for the future. *Let's keep the ball rolling!*

Congratulations!

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

Hamid Rauf Khan – CSL Supervisor DI Khan: Two of his research papers in collation with other authors got published in the International Journals. Titles of his papers are; *To explore and Exploit the Available Human Resources to an Optimum Level in the Industrial Sector of Khyber Pakhtunkhwa, Pakistan (2014)* and *The Academician's commitment in the Higher Education Institutions of the Developing Countries like Pakistan: Its Perspectives*. We wish him luck in all his endeavors.

Khawaja Saud Babar – Supplier Supervisor Islamabad: On upgrading his education with completion of MBA in Marketing. We wish him all the success in his life ahead.

Your achievements are a source of pride and inspiration to all of us. It is always a pleasure to see great colleagues like you receiving the recognition and applause you deserve so well.

Fun Zone

Q. A rich and handsome man named James Leonard was murdered on a Sunday afternoon. At the time of the murder there was: the maid, the cook, the butler, the gardener and the wife.

- Maid: I was fixing the table.
- Cook: I was cooking breakfast.
- Butler: I was polishing the silverware and the dishes.
- Gardener: I was planting tomato seeds.
- Wife: I was reading a book. **Who did it?**

Top 5 Winners of Last Month: Farhan Elahi, Fatima Ahmed, Munyba Khan, Asad Ali and Khurram Saif.

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

Daily Laugh!



"This matter requires immediate attention. I'll get someone to ignore it right away."

"The nourishment of body is food, while the nourishment of the soul is feeding others." – Hazrat Ali