



Indian Association Of Secretaries And Administrative Professionals Brain And Brawn

July - Sept
2025

FROM THE CHAIRPERSON'S DESK....

MANAGING COMMITTEE

CHAIRPERSON
MONICA D'SOUZA
9850152385

VICE CHAIRPERSON
ANNABELLA SALIS
9822895157

HONORARY SECRETARY
ASSUNTA CHRISTY
9850893540

HONORARY TREASURER
DAISY D'SOUZA
7057465475

COMMITTEE MEMBERS

RATIKA KHENAT
9970067693

ASHWINI AGNIHOTRI
8605019082

EFFIE CASTELLINO
9168249977

CONNIE FERNANDES
9881254799

IMMEDIATE PAST CHAIRPERSON
BAKHTAWAR BATTIWALLA
9890175552

“Great things never come from comfort zones - and we, as a team, are proof of it!”



My Dear Inspiring Forces,

It gives me great joy to share the highlights of our recent journey together. On the Best Practices Contest front, we are proud to share the achievement of Kavita Lohar who has successfully cleared her HSC exams. What makes this moment truly special is her personal journey – there was a time when she was not inclined towards studies, but with determination and effort, she overcame that phase and worked towards her goal. Her result is a reflection of her perseverance and a reminder that every step of progress counts.

We also had the opportunity to spread love and warmth during our visit to the orphanage Ishaprema Niketan - a humbling experience that reminded us how much joy comes from giving. My heartfelt thanks to each one of you for your enthusiastic support and participation. We also took a small but meaningful step toward protecting our planet, with a talk on reducing carbon footprints and practical tips on recycling... before you throw, think twice - put the plastic bottle lid inside the bottle after use so that it's not refilled and sold as pure water and also help proper recycling and reduce litter, turn old sarees into shopping bags, give cardboard boxes a second life. Recycling is not just about waste—it's about creativity!” Many thanks to Assunta and Annabella for these informative tips. As I like to say, “The earth doesn't need us to be perfect, it just needs us to be better.”

And now, don't get too comfortable—because exciting times are ahead! We've got some engaging sessions lined up, full of learning, laughter, and surprises.

So, let's keep our spirits high, our calendars marked, and our hearts open to new experiences. Together, we'll continue to inspire and be inspired.

With gratitude and a big smile 😊

Monica





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There is so much to be grateful for
today, and you are one of them.



FROM THE EDITOR'S DESK.....



My dear IASAP family,

Another quarter of the year has gone by so quickly!! TIME waits for no one.

At the outset, I am very keen to extend my support to our Chairperson- Monica Dsouza who came up with a wonderful and caring initiative called 'Touch a Life'. Even before Monica proposed this initiative in the Committee, she had already started walking the talk. One day as we got the news that one of our members Elizabeth Daniel passed away, a thought struck Monica as to how we didn't notice that Elizabeth was silent for a long time. From then, Monica proposed this initiative. Following this incident, she went to meet our member Agnes Raphael a couple of month's ago and Agnes was so happy and touched to see Monica making time from her busy schedule and paying her a visit. Today Agnes is no more, but Monica has a deep satisfaction of having reached out to her and made her feel loved and cared for.

Our IASAP has always stood as more than just an organization—it is a family bound together by shared values, experiences, and friendships. In every family, each member holds a unique place, and when someone is absent, the circle feels incomplete.

In recent times, we have noticed that some of our dear members have not been able to join us regularly for programs and activities. We understand that life's responsibilities and challenges often come in the way, yet we want to remind you that you are remembered, valued, and truly missed.

This issue, we reflect on the theme "*Touch a Life.*" Sometimes, it takes just a simple gesture—a phone call, a thoughtful message, or a warm smile at a meeting—to make someone feel connected and cared for. Let us reach out to one another with kindness, ensuring that no one feels left out or forgotten.

If you have been away, we warmly welcome you back. Your presence adds richness to our gatherings and strengthens the bond we share as one association family. Together, let us continue to nurture this spirit of belonging, where each person matters and every life is touched with love and respect.

Friends, the Committee puts in tremendous effort—right from planning the programs and inviting speakers, to coordinating with hotels for the best arrangements, ensuring every requirement is met, thoughtfully deciding on the menu, and most importantly, creating an opportunity for all of us to come together once a month to share ideas, learn, and grow.

We look forward to meeting you at our upcoming programs, sharing conversations, and celebrating the joy of togetherness once again.

With much love & warmth,
Effie Castellino



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BEST PRACTICES CONTEST (BPC)

“Felicitate, Participate, Celebrate! BPC with a twist of Games
Celebrated on Sunday 20th July 2025 - 4pm to 6 pm
at Crown Plaza City Centre, Pune, Bund Garden, Pune 411001

The Objective of BEST PRACTICES CONTEST (BPC) is to focus on help/initiatives extended to needy women or the girl child for their development/empowerment/growth. This initiative not only keeps us in line with contemporary initiatives, but it also aligns with the vision, mission and aims of IASAP India and the ASA. This is also a new challenge for us to renew our initiatives, perspectives and approach towards social service at IASAP - Pune Chapter.

Meet our BPC Candidate - Ms. Kavita Lohar who successfully passed her 12th Board Exams!





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BEST PRACTICES CONTEST (BPC) ... continued...

Introducing Kavita Lohar

It gives us great joy to introduce you to our BPC Candidate for Year 2025-2026 - **Ms. Kavita Lohar**.

Kavita is currently pursuing her 1st Year in Arts at H V Desai College. She comes from a humble yet loving family. Her father, Suresh Lohar, works as a watchman at a Jewellery shop and her mother Padma Lohar, is a hardworking housemaid.

She is one of six siblings. Her elder brother is married, a father, and employed in Nepal. His wife and son stay with Kavita and family. Her younger brother is in 8th standard here in Pune. She has one elder sister, also married with a child, and two younger sisters – Savita, who is in 12th Commerce, and Srijana, studying in 10th standard.

Kavita has had quite a journey. Born in Nepal, she moved to Pune at the age of 4, only to return to Nepal later, where she stayed with her grandmother until the age of 13. Kavita wanted to leave her studies as she wanted to work and bring an income home not realizing that this thought of hers would not take her much anywhere or improve her life. After some counselling sessions she was convinced to study and scored 51.17% in Std XII, She is now determined to continue to study, help her mother and build a better future.

What sets Kavita apart, is her charming smile, her gentle voice, and her genuinely warm personality. She is someone who naturally puts others before herself, showing maturity and kindness beyond her years.

Kavita loves to dance and cook – and we hear that her mango pickle is a must-try! Her dream? To become a teacher, and we have no doubt she'll be a wonderful one.

Let us all extend our encouragement and best wishes to Kavita as she moves ahead with hope, courage, and that beautiful smile of hers!





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Our BPC Session concluded with a **Game of Tambola !!**
Everyone played the game and so did Kavita Lohar for the very first time.
Members who won cash prizes for the lines and full houses seen happy
and smiling in the pictures.





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Online Training Session on Financial Wellness for Women
arranged by our IASAP member (Ms. Archana Arora) 22nd June 25

Topic : Empowering her wallet - Unleashing the Journey towards her financial freedom

Ms. Archana Arora is a certified Financial Consultant at HDFC Life since December 2024. She gave her IRDA exam after 30 years of service and passed with a first class. Eversince then, she has been authorised to propose and advice on life, medical and term insurances. She guides people towards their financial goals, provides them financial security and peace of mind, empowers women through financial education. Help people and the community to safeguard their finances for the future of their families.



With the support of Ms. Anuradha Jambavalikar, Founder & CEO, FinFit Solutions and Ms. Babita Shriyan, Financial Planner, Archana facilitated financial training on the above subject which has brought about an awareness into our Ladies for saving and investing in long term for a better future.

We learnt why financial security matters and how it reduces our stress and increases our freedom to spend. Plans our future, for home ownerships, education and retirement plans. Prevents crisis due to unexpected expenses or income loss. Savings starts with a basic habit and builds over time.

The financial goals for a woman would be school education, higher education, marriage, financial freedom, retirement etc. The Budgeting practice would be - 50% of the salary for Housing/Rent, Food/Groceries, Transport, Bills & Utilities, 30% spent on Dining out, Shopping, Entertainment and Travels, 20% can be kept aside for emergency fund and loan repayments.

We learnt Smart Savings & Investments:

- Match your investment to your age, goals and risk tolerance
- Start your savings as early as possible
- Invest regularly
- Invest for Long Term and reap the benefits at a later stage (like retirement)
- Diversify Investments into Stocks, Mutual Funds, Guaranteed Savings Plan and Pension Plan
- Automate contributions to say consistent
- Review and Rebalance regularly.
- Plan your legacy through guarantee
- Ensure that you make a WILL

Key Highlights of having a Life of General Insurance Policy

✦ Immediate Income from the very next month of policy issuance + Maturity Benefit at end of the policy tenure

✦ Premium Waiver + Sum Assured Disbursal on Death of the Proposer

✦ Policy Continuance with Survival & Maturity Benefits

✦ Multiple options available for Premium payment as well as policy tenure

✦ Tax Benefits under Sec 80C and (10(10D))

✦ Completely TAXFREE Returns



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Online Training Session - by our IASAP member - Kalpana Shetty

Kalpana took a special session on Yoga with our members on Saturday, 9th August 2025 from 4 - 5 pm

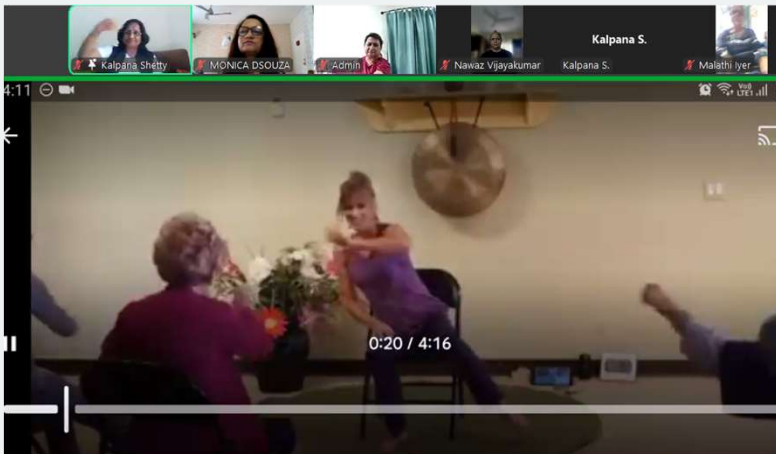
Topic : Reduce Anxiety and Stress Through YOGA



Kalpana took us through different types of Chair Yoga and mat yoga. She taught us various types of breathing exercises, core and upper body exercises for neck, shoulders etc and different asanas that make you calm and composed free and automatically be able to bring down the stress and anxiety in your body and mind.

She also taught us meditation which starts from lying your body still on the floor mat or on the chair and taking you around the home mentally while your body is in a still state of Shavasana. You can actually touch and hear the parts of the body through your mind.

Our members benefitted a lot from this session, and we are thankful to Kalpana Shetty.



Participants (15)

Find a participant

MD	MONICA DSOUZA (Me)		
KS	Kalpana S. (Host)		
KS	Kalpana Shetty (Co-host)		
	Admin		
A	Annabella		
A	ARCHANA		
A	Assunta		
CJ	Clara Jagallo		
MI	Malathi Iyer		
MD	Mary Dlima		
	Nawaz Viiavakumar		

You can now send nonverbal feedback ("yes", "slow down", etc.) from "Reactions"



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Bringing Joy, Sharing Love (Best Practices Session)

Visit to Ishaprema Niketan, Pudumjee Park, Camp, Pune 411001 on Sunday, 31st Aug from 4:00 - 5:30 pm





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Bringing Joy, Sharing Love (Best Practices Session)

Visit to Ishaprema Niketan, Pudumjee Park, Camp, Pune 411001 on Sunday, 31st Aug from 4:00 - 5:30 pm



During our visit to Ishaprema Niketan, our aim was to spend time with them and also teach them something useful that would help them in their lives. **Our Hon. Secretary, Assunta** prepared herself well and got some products to educate the children about our environment and natural resources and how we could use it well without wasting it as well as saving it for our future generations to come.

She brought along with her, different types of seeds that could be planted. Wash, dry and collect the seeds and send to a Seed bank at [Mission Green Mumbai \(MGM\)](#).

[Mission Green Mumbai](#) is an initiative aimed at improving the environmental health of Mumbai by increasing its green cover and mitigating the impact of climate change. It focuses on Protection and Nurturing of Existing Trees, Plantation of New Native Trees and educating citizens about the importance of nature conservation and promoting sustainable practices.

Plastic and e-waste can be sent to **Janwani, Pune**. Janwani, along with Adar Poonawalla Clean City Initiative, Pune Municipal Corporation and Swachh Organisation collect waste in kgs and take significant steps towards a cleaner Pune. E-waste from homes and offices are collected, sorted and dismantled, batteries and circuits are separated and shredded. Metals and glasses are segregated, and data sanitization is done. Recycle today for a better tomorrow. Recovery and recycling www.janwanipune.org

Switch to Bamboo toothbrush and Bamboo pencils and save our trees. **Bamboo India, Pune**

Handover your old clothes, old jeans and Pooja clothes, old good looking sarees to **Poornam Ecovision Pune** and they will convert them into beautiful and ethnic Potli bags, school pouches, school bags, tiffin bags, haversacks, mattresses, travel bags etc. [Poornam Eco vision Pune](#) are known for upcycling all old clothes and convert into beautiful products.

Enjoy eco-friendly meals with our reusable containers, perfect for sustainable and convenient food deliveries. Just use and return. They will wash and re-use. Embrace sustainability today.

Let's continue to inspire positive changes. Every effort, big or small, makes a difference!

Let's work together to reduce waste and create a sustainable future.

Clay Ganesha, not to pollute our rivers - give the Shadu Mati to [Punaravartan](#) or Poornam Eco vision Pune. Shadu Mati is a natural, chemical-free, and eco-friendly clay that is pliable, non-toxic, and easy to work with, making it ideal for creating [Ganesh idols](#), statues, and other art projects. Its key characteristics include being environmentally safe, biodegradable, and suitable for DIY activities and home crafts. The clay is naturally occurring and highly plastic, allowing for detailed sculptures.

Our Vice Chairperson- Annabelle also taught the children some useful tips on saving our environment.

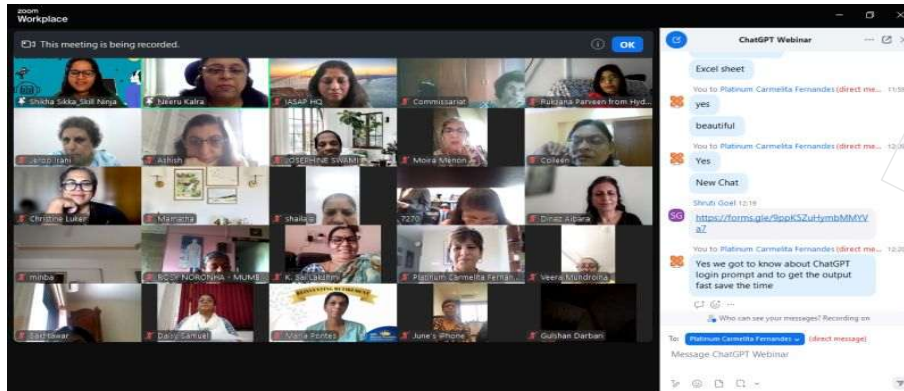


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Artificial Intelligence and Chat GPT Session Webinar arranged by -
Vijayalaxmi Amin, President, All India IASAP Mumbai HQ
on 30th August 2025 from 11 am to 12.30 pm.

Workshop hosted by : Ms. Shikha Sikka from Skill Ninja Training Academy
Mrs. Ritu Rai is the Founder of Skill Ninja



Ms. Shikha Sikka took us through a basic training on Artificial Intelligence and Chat GPT. Chat GPT provides creative assistance with Posters, Templates for Excel, Learning and Training, Helps in Career growth, work life balance, professional confidence, and time and productivity gain.

Ms. Shikha Sikka was a very lively and made a very interesting presentation and showed us with live examples how to create amazing presentations, drafting emails, letters and Excel sheets by giving the perfect prompts to Chat GPT with Purpose, Role, Output, Markers, Patterns and Tone with character, location, end goal, answer format and required depth. Register for Chat GPT - <https://chatgpt.com>

Introduction to AI, Canva, and Video Editing

In today's digital world, technology has made learning and creativity much easier. Three important tools that are widely used are AI, Canva, and Video Editing.

Artificial Intelligence (AI), like ChatGPT, is helping people in many ways. It can create ideas, write reports, make presentations, summarize information, and even assist with Excel sheets by generating formulas or organizing data. AI works like a smart assistant that saves time and improves productivity.

Canva is a simple yet powerful design platform. With its ready-made templates, anyone can create attractive posters, social media posts, resumes, or professional presentations without needing advanced design skills. Canva also uses AI features to suggest layouts and styles, making the work faster and more creative.

Video Editing allows us to turn raw video clips into polished and engaging content. By adding text, music, transitions, and effects, videos become more meaningful and professional. With the help of AI, video editing has become even smarter—automatically generating subtitles, trimming clips, or suggesting designs.

Together, **AI, Canva, and Video Editing** make studying, working, and creating much easier. They help us save time, improve quality, and present our ideas in the best possible way.

If anyone interested to take up these courses with Skill Ninja and enhance their productivity and creativity, Skill Ninja is giving each course for 20 days from Monday to Friday.

Course Fees : Canva Rs.2000/- , AI - Rs. 2000/- and Video Editing - Rs. 2000/-

Any two courses - Rs.3,700/- and All 3 courses together - Rs.5,700/-



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PARKINSON'S & HEALTHY AGEING - MS. NIKITA CHHAJED (PDMS)

Saturday, 21st Sept 25
4 pm - 5 pm
At Crowne Plaza Pune





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Take-aways from Session Parkinson's Disease and Healthy Ageing..contd.2

PARKINSON'S is a slowly progressing brain related disease.

It can happen to anyone at any age from 20 to 60 and above. There is no permanent cure but medications and therapies to slow it down and manage the same. We learnt awareness on how to recognize patients with symptoms in our society and how we can make them comfortable. We need to be patient with them. The information on this topic is so vast that all of it cannot be covered on this page. **The sooner you accept you have Parkinson's the better the treatment will be.** Community awareness is very important. Check with people you come across with these symptoms and ask them if they need any help. Make them feel comfortable by helping out with walking or any other help.



HEALTHY AGEING :

Aging is a natural process and there is no control over the same.

What are the things we can do while ageing in a healthy manner;

Physical activities , Mindful eating, Socializing, Mental Health care and Regular body screening in between intervals is very important.

Cognitive activities - Take part in activities which is new to you. Learning a new instrument or something which is new to your brain will help you. There are 18 - 19 Healthy Ageing Centers in Pune, Regular checkup of your bp, sugar, Vit B12 and Vit D. After menopause, do your breast examination once in 2 years, Uterine exam. **In-Continence** - means one does not have control over the urine flow. Pelvic Floor exercises are then suggested to cope up the non-control of urine flow.

Coping Mechanisms: Do what you always wanted to do - like your hobbies, passion etc.

Out of 71 plus PDMD (Parkinson Disease and Movement Disorder Society) Centres in India, we have two PDMS Centers in Pune, One at the KEM Hospital and One at Deenanath Mangeshkar Hospital, Pune.

Please contact Dr. Nikita Chhajed on Mob: +91 966075605 or email on nikitachhajed07@gmail.com to join the free treatment programs and therapies in Pune - by filling up a registration form and joining the PDMS, Pune Group.

Adding life to years
Dr. Nikita S. Chhajed
(Physiotherapist, BPh)

M.: 9665075605
Mail : nikitachhajed07@gmail.com

Home Health
Care Services



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Sharing some lovely feedback from our Members on Ms. Nikita Chhajed's session:

Maria Romell - Dear friends, All those who missed today's session, missed invaluable lessons of humanity. Dr. Nikita's who is lively, jovial, enthusiastic and passionate about her work, enlightened us about the importance of creating community awareness about the Parkinson's Disease and how to treat those patients with dignity. Thanks, Committee, for the wonderful session.

Molly Dsouza - Yes agree, the session was very lively and valuable. Thanks Committee.

Usha Abnave - Today's session was very informative.

Monica Dsouza - Thanks to Veera for suggesting the Speaker - Nikita Chhajed. It was a wonderful awareness session on Parkinsons and Healthy Ageing.

Armaity Boochoa - Thank you Monica and Committee for organizing very interesting sessions.

Lata Khedkar - The interactive session on Parkinson's and Healthy Ageing led by Dr. Nikita Chhajed. It was truly excellent, and I found it to be incredibly informative and engaging. Dr. Nikita explained the complex topics of symptoms and treatment in a very clear and accessible manner. We learned a significant amount about aspects we were previously unaware of, which was very valuable. Her ability to keep the members engaged throughout the session made for a highly effective learning experience. Overall, it was a very good session, and I appreciate the opportunity to attend. Good job CP and your team.

Doreen: Thank you, we enjoyed and learnt a lot from today's session.

Navaz Vijaykumar - Thank you dear Committee for the informative and educative session.

Hyacinth Arya - Dear Monica and Team, I must say the Sunday Session was an eye opener and great leanings and the speaker gave appropriate insights on Parkinsons. The highlights for me were for us as responsible citizens; to be more aware of people in and around our society who may be going through difficult times with the onset of Parkinsons and how we can be of assistance. Thanks for a very invigorating session.... Luv - Hyacinth Arya.

Gracy Dsouza - I'm glad I didn't miss the Sunday's Monthly session on Parkinson Disease organised by our Committee. Nikita walked us through the stages of Parkinson's, how to identify and support people with the disease. With proper management, consistent exercise and diet many people with Parkinson's lead fulfilling lives. With a strong support network patients can lead an independent life. The fun part of the evening was the little exercise breaks in between the session to ensure that all ladies were attentive and not bored.



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Chai and Gupshup with Nawaz!!



In Class 10



Present day - Nawaz

In 1983, a novice out of YWCA Secretarial course, I got my first job as a temporary stenographer at Cipla Ltd., Mumbai with a humble remuneration of Rs. 30/- per day. Cipla was a great learning ground, and I got the opportunity to grow. I started on a Facit manual typewriter, progressed to electric, then electronic typewriter and from there to computers - all on the job. The first computer was a monitor with a big box containing two 8" floppy drives. One used to boot the system and the second to work on. I was the one who had a distinction of typing annual increment letters for 4-5 consecutive years. Otherwise, the practice was to hire a temporary person so that the figures would not be disclosed before the letters were out.

I switched to Bayer (India) Ltd and later shifted to Pune. Since my two boys were small, I took a break. I tried my hand at a call center job but could not fit in. Then I worked at a school for a few years, a transport company, next was a big name in IT sector, and from there to a hospital. In February 2020, I retired as Administrative Assistant to the CEO of Ruby Hall Clinic after seven years.

I believed in maintaining cordial relations and nurturing a positive work environment. For me all are at par, no one is superior or inferior. Over the years, I have had beautiful memories of very good bosses, mentors and wonderful colleagues with whom I still share a bond.



In Cipla with a colleague



At IASAP Sessions

I start my day with **Me Time** - yoga and prayers, which set a positive and peaceful tone for the day. My Inspiration is my mother, though not educated beyond the seventh standard in Gujarati herself, she tried to give me the best. She would buy small English story books from her limited means from the nuns. She would read them aloud to me. She was a voracious reader herself. I am currently re-reading "How to Heal your Life" by Louise Hay. Louise Hay came into my life - thanks to IASAP, Pune.

In 2008 or 2009 IASAP Pune Chapter had a speaker who taught us about "EFT - Emotional Freedom Technique" in other words tapping on different body parts. He mentioned the use of affirmations while tapping, which caught my attention. I bought the above-mentioned book and tried to put affirmations into practice along with tapping.

I enrolled as a Life-member of NIPS (National Institute of Professional Secretaries) in Mumbai now known as IASAP (Indian Association of Secretaries and Administrative Professionals). I shifted to Pune in 1996 and through a neighbour got introduced to Jennifer Kumar. She informed me that I could transfer my membership to Pune Chapter, and I am glad I did that. I met all the vibrant, fun-loving and motivated ladies building lasting bonds and cherish the sense of community.

My journey reflects gratitude, growth, and the importance of nurturing relationships and self-care.

Thank you for sharing your inspiring and heartfelt journey Nawaz. Your story beautifully captures your professional growth, personal reflections, and the values that have guided you through life. From your humble beginnings to your meaningful retirement, your experiences highlight resilience, dedication, and the importance of nurturing relationships. The influence of Louise Hay's teachings, showcases your pursuit of well-being. Sending you positive energy and good vibes for a healthy and happy life ahead!

Best wishes, Assunta Christy



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Our Member - Ms. Minal Harne shines again!!
Congratulations!!! to Minal on all her achievements!!!!
Wishing her many more... 🎉🌸🌟

**Breaking
Barriers,
Redefining
Identity –
A Journey
Of Grace,
Grit And
Boundless
Talent**

MINAL HARNE



With over 26 years of experience as a Secretary and Executive Assistant, she has had the privilege of working with top-tier management across renowned corporations in industries such as IT, finance, and renewable energy.

Alongside her corporate role, she wears many hats—with equal passion and purpose. She is a Tarot Master, Crystal Consultant, and Global L&D Manager, further deepening her expertise in corporate training and leadership development.

Her unwavering commitment to excellence and her ability to adapt seamlessly have empowered her to navigate varied industries with precision and confidence.

Beyond the boardroom, she is a vibrant artist at heart. A professional magician, she has captivated audiences at corporate events, private gatherings, and social causes with her enchanting performances.

Her love for fashion introduced her to the world of plus-size modeling, where she has earned multiple prestigious titles. She has graced the ramp for top designers, modeled for inclusive brands like Samshek, and has even organized beauty pageants—breaking stereotypes with every stride.

Her creative spirit also finds expression in baking, where she crafts designer cakes that are nothing short of edible masterpieces. Whether it's a corporate gathering or a private celebration, her creations add a unique flair and personal touch.

During the pandemic, she deepened her spiritual practice and became a certified Tarot Master and Crystal Consultant, adding yet another dimension to her already multifaceted personality.

Her contributions have not gone unnoticed. She has been honored with several accolades, including:

- * World Record for the Earth (2022)
 - * Global Women Pride Award (2022)
 - * Jadu Samman Award (2018)
- among many others.

Each award celebrates her relentless spirit, creative brilliance, and passion for breaking norms.

Through her journey, she strives to inspire women to embrace their versatility, challenge stereotypes, and pursue their passions unapologetically.

She believes life is a canvas—and we must paint it with bold strokes of ambition, creativity, and resilience.





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Welcome to Pune Chapter Carmelita Fernandes



We are delighted to welcome **Carmelita Fernandes** to our Pune Chapter who has joined us from Mumbai HQ (now residing in Pune). Wishing Carmelita a fruitful and fulfilling journey with us as we learn, grow and support each other. We also look forward to her experiences and insights.

Carmelita Fernandes is a Communication Trainer and Content Writer based in Pune, with a degree in Economics. After a successful career in Corporate Communications at a leading private sector bank, she transitioned into entrepreneurship, founding her own practice specializing in content writing and the power of voice in communication.

Carmelita has co-authored two books, available on Amazon, in collaboration with renowned newspaper columnist Robert Clements. Her expertise in communication is well-regarded, having earned her Best Letter awards from prominent dailies, with her work also featured in various anthologies. Dynamic in speech, she has participated in panel discussions for organizations such as IASAP and Million Pixel, and has even been featured on Zee Business TV.

Additionally, Carmelita maintains an active presence on LinkedIn, where she shares valuable insights on communication, content strategy, and personal growth. Her work has also gained recognition in business magazines in recent times.



Carmelita Fernandes is an accomplished Pune-based communications trainer and content creator with a strong foundation in Economics and corporate communications. After a successful tenure as a CorpCom professional at a leading private sector bank, Carmelita ventured into entrepreneurship, founding her own practice focused on content creation, strategy, and communication training.

Welcome Mildred Dsouza



Let's laugh, learn and shine together

Mildred works as an EA at Entre Nous Experiences Pvt Ltd., for the past 5 years. Mildred has joined IASAP Pune Chapter as an 'Associate Member'

Let's extend our warmest wishes and support to Mildred on her journey with us and trust she will join as a 'Life Member' soon.

Many thanks to Preeti Purswani for introducing Mildred to us.



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X Reels



VITAMINS FOR EVERY SYMPTOMS

- **Vitamin D** – For fatigue, low immunity, and bone pain.
- **Vitamin B12** – For brain fog, weakness, and low energy.
- **Vitamin C** – For frequent colds and slow wound healing.
- **Vitamin A** – For dry skin, night blindness, and poor vision.
- **Vitamin E** – For dry hair, skin aging, and poor circulation.
- **Vitamin K** – For easy bruising and slow blood clotting.
- **Vitamin B7 (Biotin)** – For hair thinning and brittle nails.
- **Vitamin B6** – For mood swings, PMS, and nerve pain.
- **Folic Acid (Vitamin B9)** – For tiredness and poor concentration.
- **Vitamin B1 (Thiamine)** – For irritability and poor appetite.

Contributed by:
Hyacinth Arya

Powerful Seeds work Better than Medicine

1. **Black seed:** Fights arthritis & supports joints
2. **Chia seeds:** Boosts digestion & energy
3. **Pumpkin seeds:** Great for sleep & prostate health
4. **Flaxseeds:** Heart-healthy & hormone-friendly
5. **Sesame seeds:** Strengthens bones & lowers blood
6. **Hemp seeds:** Brain fuel & muscle repair
7. **Sunflower seeds:** Good for skin & boosts mood
8. **Watermelon seeds:** Helps heart health & gives energy
9. **Poppy seeds:** Supports bones & improves sleep
10. **Fenugreek seeds:** Aids digestion & controls blood sugar
11. **Mustard seeds:** Boosts metabolism & fights cold
12. **Cumin seeds:** Improves digestion & boosts immunity

A Wise Man Once Said:

1. Hate has 4 letters, but so does Love.
2. Enemies has 7 letters, but so does Friends.
3. Lying has 5 letters, but so does Truth.
4. Cry has 3 letters, but so does Joy.
5. Negativity has 10 letters, but so does Positivity.

*Life has two sides - choose
the better side.*

Disclaimer:

Author unknown
Source: Internet



Indian Association Of Secretaries And Administrative Professionals Brain And Brawn

July - Sept
2025

*If I have to ask for flowers,
I no longer want them*



It's not just about the flowers.

The moment I have to ask for something repeatedly, it's no longer given freely. It stops feeling special. It only happens because I asked, and that changes everything. It changes the way I receive it. It changes the way it feels in my hands. It changes the meaning behind the gesture, because now it's not coming from thoughtfulness, but from obligation and no matter how beautiful the thing is, it starts to feel empty if I had to beg for it.

And that's not the kind of love I want. I don't want love that needs reminders. I don't want love that has to be dragged out of someone. I don't want things that only come when I beg. I don't want to be in a constant state of asking. I want things that come from someone simply wanting to give, not because I asked, but because they thought of me without being told to and because love, when it's real, doesn't need a script. It doesn't wait until its reminded five times.

I want love that just knows. Love that notices. Love that listens. Love that gives without being told to. And maybe that's why if I have to ask for flowers, I no longer want them.

- [Author unknown - Shared by Lisa Martis](#)

No one is Perfect !!

No one is perfect—not me, not you, not anyone. And that's okay. If you want to live a life filled with peace, start by embracing who you truly are.

Accept your flaws, your mistakes, and the parts of yourself you wish were different. Let go of the pressure to be perfect. At the same time, give others the grace to be themselves too. Respect them for their journey, even if it looks different from yours.

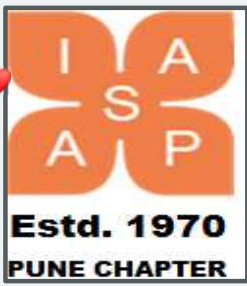
Life becomes so much more peaceful when we stop chasing perfection and start embracing authenticity—in ourselves and in others. Because real peace comes from accepting the beauty of being human, with all our imperfections.

Words of Wisdom



[Shared by Effie Castellino](#)

[Author Unknown](#)



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Story of a Mother in a Hole

I want to tell you a story about a mother in a hole.

It was a deep hole, and she'd been there for quite some time. In fact, she couldn't quite remember when or how she'd even fallen.

She was starting to despair of ever getting out.

People around her were worried.

Her family threw down a rope, but she couldn't climb up.

Her doctor threw down a rope, but she still couldn't budge.

Then, another mother came along. She took one look in the hole, and like all of the others, tossed a rope over the edge.

And she climbed down.

"Wait, what are you doing down here with me?" The first mother was puzzled.

She looked the second mother in the eyes and saw the same pain and sadness and exhaustion reflected back at her. But there was something else, too.

There was hope.

And immeasurable strength.

The second mother gave a kind and knowing smile, and wrapped her arms around the first.

"I've been here before," she said. "And I'm going to climb out with you."

For all the mothers who climb down holes just to help another find her way back up.

Author Unknown
Shared by: Effie Castellino





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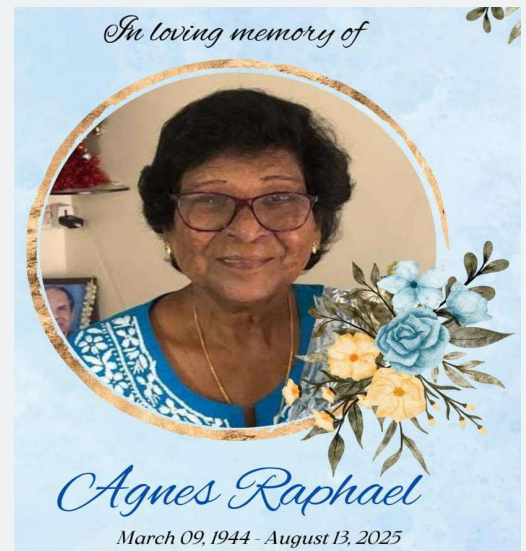
The Lord gaveth; The Lord taketh away!!
A tribute to our beloved members



Deeply regret the loss of our member
Mrs. Elizabeth Hyam Daniel on
22nd July 2025.

We will miss her in our midst very much.

Eternal Rest grant unto Elizabeth's soul
and may the perpetual light shine upon
her. **May her soul Rest in Peace – Amen**



Our sweet, quiet and beautiful member
friend Agnes Raphael suddenly left us on
13th August 25.

What a beautiful way God called her
to his Heavenly Kingdom. Only few chosen
ones get a happy death like this.
Rest in Peace Agnes.
You will be always be missed.



Indian Association Of Secretaries And Administrative Professionals Brain And Brawn

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Kiran Joseph	2/Oct
Malathi Iyer	3/Oct
Shanta Mohan	4/Oct
Blanche D'souza	9/Oct
Ajeeta Shivdasani	11/Oct
Gauri Jadhav	11/Oct
Lina D'souza	19/Oct
Hyacinth Arya	21/Oct
Payal Bhatt Pandya	21/Oct
Karen Karbhari	22/Oct
Shirley Pinto	22/Oct
Archana Arora	24/Oct
Deepali Rewale	29/Oct
Pinky Batha	31/Oct



Chaya Amburle	3/Nov
Mary D'lima	5/Nov
Lisa Martis	6/Nov
Snehal Inamdar	6/Nov
Nilufer Amroliwala	10/Nov
Assunta Christy	12/Nov
Farida Achadwala	12/Nov
Shital Bhate	12/Nov
Poonam Magoo	14/Nov
Sunita Shivadasani	14/Nov
Veronica Lopez	14/Nov
Asha Narhire	16/Nov
Magdeline Azved	17/Nov
Irene Rato	19/Nov
Rani Pereira	20/Nov
Neetu Anavekar	21/Nov
Maria Colaco	22/Nov
Monica D'sousa	24/Nov
Sanober Kotwal	24/Nov
Medha Joshi	26/Nov
Irene Gonsalves	27/Nov
Rashna Fraser	29/Nov
Deepali Molekari	30/Nov



Doreen Dsouza	1/Dec
Havovi Kanga	3/Dec
Caroline Coelho	4/Dec
Indira Suratwala	4/Dec
Latha Nair	4/Dec
Deepa Sinha	8/Dec
Kavita Bhalerao	9/Dec
Connie Fernandese	13/Dec
Preeti Shinde	13/Dec
Dilnawaz Nekoo	15/Dec
Jyoti Koppikar	15/Dec
Raina Dubey	16/Dec
Jennifer Engineer	20/Dec
Daisy Dsouza	21/Dec
Maria Lobo	22/Dec
Sheetal Raote	23/Dec
Sarita Naidu (Aadhanki)	24/Dec
Asmita Marathe	26/Dec
Meena Pardeshi	28/Dec
Beroze Divecha	29/Dec
Melanie Silveira	30/Dec
Jolly Alex	31/Dec

"May your day be filled with all the things that make you truly happy - laughter, love, and endless possibilities,"

For regular updates,
Logon to: <http://www.iasapindia.com>

Send your articles/feedback to effiecastellino@gmail.com
latest by Dec 15th for the next issue Oct - Nov -Dec 2025