



Greetings from Josephine Kwan President 2022/2023



Dear Members

It has been a challenging but rewarding 2022 as we have slowly resumed our normal activities with fewer restrictions. Our recent physical Management Council 2022/2023 Installation Ceremony held in November 2022 has provided a great opportunity for the new Management Council to have deeper engagements with our Members.

In 2023, we have kicked started different events which includes a Corporate Social Responsibility (CSR) event during Administrative Professionals Week. The upcoming 25th ASA Congress will also enable us to represent SAAP/Singapore and meet other like-minded administrative professionals within the Asia Pacific regions in Bangkok.

My sincere gratitude to our Advisors, Council, Member of Standing Committee and other Ad-hoc Committee who volunteer their time, to assist the operations of SAAP. I would like to inform everyone that volunteering provides excellent opportunities for you to discover your inner talents through the various standing committees you can volunteer in. We have also set up a "SAAP Inner Circle Whatsapp" whereby each council member is delegated as a point of contact for Members, to be easily connected within the SAAP community. Please feel free to communicate with them to give your feedback or express your interest to be a volunteer.

Besides our appreciation to volunteers, I would also like to express my note of appreciation to all members who have continuously supported both of our physical and virtual events in 2022.

Last but not least, I encourage you to take a break, recharge during the festive holidays and say "Thank you" to your loved ones and people that have played a part in your 2022 journey.

Josephine Kwan
President 2022/2023



New Member Inauguration Ceremony – 27 August 2022

We were happy to inaugurate 6 new Fellow Members at Lifelong Learning Institute (LLI) at 1 pm before the commencement of 51st Annual General Meeting on 27 August 2022.

They were as follows:

- Kimberly Navarro, ZS Associates Singapore Pte Ltd
- Josephine Teo, Global Business Travel (Singapore) Pte Ltd
- Amy Shih, Asia Arc Pte Ltd
- Angeline Jacqueline Boey, Element Materials Technology Singapore Pte Ltd
- Aye Thet Mo, Loi Hein Hein (Singapore) Pte Ltd
- Rahmah Binte Manshor, Cummins Asia Pacific Pte. Ltd

After our President Sim Siew Gek has pinned the member's badge on each member, a pledge was recited by all members as led by Membership Chairman, Ruth Ooi. They were presented with SAAP Constitution booklet to familiarize themselves with the Association together with welcome tokens of T-shirt, clover pin.

We were glad to have Advisors Margaret Chan Wee, Josephine Kwan and Teo Ser Cher at the ceremony to witness the event. They were able to engage the new members and encouraged them to participate in future activities as organised for members.

Article contributed by Ruth Ooi



Membership Chairman Ruth Ooi leading the Pledge



From left to right : Grace Seow (VP), Ruth Ooi (Chairman), Rahmah Bt Manshor, Jacqueline Boey, Aye Thet Mon, Amy Shih, Josephine Teo. Kim Navarro. Sim Siew Gek (President 2021/2022)



Welcome Onboard - New Members



Josephine Teo

I'm Josephine Teo, an Executive Assistant with over 30 years of experience working for high-level executives in MNC.

During my free time, I love to travel, do arts, and engage in various sports such as bowling and table tennis.

I joined SAAP a few months ago and I'm the sole Programme Committee Member. You're welcome to join me in organizing social and recreational activities for SAAP.

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Prabaharan Allimalar

I am Prabaharan Allimalar. I am working as Accountant in SP marks Pte Ltd in Singapore.

I have studied my Master of Business Administration in DR.NGP Institute of Technology and have done my bachelor's degree in business administration in EMG Yadava women's college in India.

Overall, I have 3 years of experience in the accounting field. I am living with my family here. My husband is working in IT field in Singapore and my son is going to join nursery school shortly in Singapore.

My hobbies are listening to music, watching TV and reading books when getting free time.

Aye Thet Mon @ Angeline

I am Aye Thet Mon, working as an Administrative Manager professional in Singapore for more than a decade. I am currently supporting the smooth running of company business in a seamless and efficient manner.

I am also a mother of one and love to spend time with my family at leisure time. I enjoy cooking together with my daughter during weekends & doing volunteer works to contribute my time back to the community.



Welcome Onboard - New Members

Amy Shih

I have been working in Japan for the past 6 years and only returned to Singapore in March 2022. Currently working as a personal assistant for an interior design and construction company.

I have a cat and I usually try to spend most of my free time with my cat. I often make time to cook during the weekends whenever I can.

Kim Navarro

"My whole family moved to Singapore in 2006. I graduated with a degree in Literature from University of Santo Tomas (Philippines). After graduation I did a few contract/part time jobs, but I started working full time as an Administrative Executive for an Oil and Gas Company in 2013, then moved to Healthcare and Pharma consulting firm in 2015 as an Administrative Assistant.

I enjoy a variety of hobbies, such as reading, cooking and baking. I also enjoy PC gaming.

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51st Annual General Meeting – 27 August 2022

SAAP's 51st AGM was held on 27 August 2022 at Lifelong Learning Institute at Paya Lebar. This in-person meeting ended the hybrid general meetings we have been having since 2020.

Before the AGM, we had the New Members inauguration ceremony. The new members had their chance to introduce themselves to members who were present.

Our sincere thanks to the many of you who attended the AGM and made it a wonderful day! In particular to several Council members for setting up the venue, seating arrangement, and coordination of individual pre-orders of bento lunches.

The meeting promptly commenced at 2 pm as there was a quorum. The Chairman and Council swiftly conducted agenda matters.

The meeting ended with a firm commitment to appointing a new President and forming her new council members. Both Fellow Member Teo Ser Cher and Joyce Ng were elected as Internal Auditors 2022/2023.

Article contributed by Advisor, Sim Siew Gek





51st Annual General Meeting – 27 August 2022



Make a Difference - Volunteer Wanted

We welcome all members to come forward to join the Standing Committees for Education, Membership, Programme and Public Relations to bring out the best of the events. Alternatively, you may join our Administrative Professionals Day Dinner Ad-hoc committee 2023.

If you are able to volunteer your time, simply contact any of our council member or call us at 6323 7523, email to admin@saap.org.sg

Make A Difference



Management Council 2022/2023 Installation – 12 November 2022

After a 3-year hiatus, the Management Council Installation 2022/2023 was held without restriction on the number of attendees and seating arrangements at Pasta Brava on 12 November 2022!

The event started with a delicious lunch specially prepared by Pasta Brava for SAAP. We want to thank Pasta Brava for creating this special Italian meal for us.

After lunch, we proceeded with the Installation of the President and Council Members 2022/2023. This was followed by the presentation of token of appreciation to Immediate Past President, Sim Siew Gek for her valuable contribution and dedication during her 3-year term as President. Josephine Kwan, the newly elected SAAP President 2022/2023 gave her opening speech and welcomed all the 2022/2023 Council Members in her team.

Next was the Origami Workshop lead by Cindy Chua, Head of Commercial Hong Kong of Amex Global Business Travel where she shared the Art of Origami and we learnt to make gift cards and flowers. There was also a Travel Quiz session which was a good bonding session amongst us.

The event will not be possible without the participation and support of our members and friends. We would like to say a Big Thank You to everyone for making this event a success!

Article contributed by Helen Seah, Assistant Honorary Secretary







Meet the Advisory Board and New Management Council 2022/2023



Advisor - Sim Siew Gek

As an Executive Administrator at Amplus Communication, I oversee both the Admin and HR departments.

Outside office hours, I am engaged heavily in housework and watching K-dramas at the same time!

CNY festival is my favorite time of each year as the holiday is about spending time with family and sharing blessings and abundance with loved ones.



Advisor - Margaret Chan Wee

I have been an active member for more than 45 years and served on the Advisory Board for many terms. It has been a learning experience for me, working with successive Management Councils and seeing the changes which have taken place in the association.

I have remained in regular contact via WhatsApp chat group with our ex SAPES members some of who have migrated. A group of ex SAPES members meet often for lunch or dinner and also to celebrate Chinese New Year and at times, birthdays also. We have been on holidays together and had great fun.

My wish for the new year is for more members to come forward to serve in the Management Council or in the various Committees. We need new blood, new ideas, inspirations and commitment to lead SAAP to new heights.



Advisor - Regina Tan

I am currently working at the ICA and have consistently worked on adapting to the work culture of the organisation.

I find the task of adapting to the work culture an arduous but rewarding experience. Besides work, I like to listen music in a quiet environment either for relaxing or to distress.

Festive Seasons, Christmas and Chinese New Year are my favourite time of the year as I get to spend more time with my family and also get to enjoy eating lot of foods.





Meet the Advisory Board and New Management Council 2022/2023



President - Josephine Kwan

It is an honour to be re-elected as President for the term 2022/2023.

Time flies! My previous 3 years term as President from 2016 – 2019 just seemed like yesterday. For the previous 2 years, I have had the opportunity to move on to a career in a statutory board and it has redefined my “work life balance” in a different way. I also feel that “age is just a number” and we should not hesitate to learn new skills or even discover new passion.

Besides volunteering at SAAP, I am also involved in the organisation’s activities such as “event tactical team” to keep myself updated on event planning. I am still watching my favourite Korean dramas via different channels when time permits and catch up with fellow SAAP’s members or friends for a tea to recharge.

Once again, thank you for your faith in me and my team and we look forward to seeing you in our coming activities.



Vice President - Grace Seow

This year marked my 11th year of Fellow Membership with SAAP. I am grateful for the trust of Members, as I continue to serve as Vice President for a second term.

Throughout my over 20 years’ career as an Administrative Professional in MNCs and various organizations, seems “lifelong learning” stays relevant as we continue to equip ourselves with computer skills and soft skills whenever the job demands. Being resourceful is essential, hence networking and having conversations with other Administrative Professionals surely contribute to new ways of working!

I look forward to the support of all Members at SAAP’s future in person events and activities.

“If you can’t fly then run, if you can’t run then walk, if you can’t walk then crawl, but whatever you do you have to keep moving forward.” — Martin Luther King Jr.



**Honorary Secretary cum
Membership Chairman - Ruth Ooi**

I am happy to continue serving SAAP as Membership Chairman. I get to know many senior Members who have been loyal to SAAP for many years. I get to know many more New Members who joined us in recent years. I have communication with them on an individual basis from time to time. It is heart warming to hear their stories and know we are all in this association to encourage and spur each other on in good and bad times.

I am also actively involved in Sunshine Seniors community, Restorative Hearts Ministry to Cancer patients/survivors and those who have mental concerns. For intergenerational building, I teach in Royal Rangers which involves children’s ministry. All these activities occupy my time wisely and enrich my life in many more ways than one.

In my spare time I have regular walks with friends and a hiking group to stay healthy.



Meet the New Management Council 2022/2023



Assistant Honorary Secretary -
Helen Seah

I have been working as an Executive Assistant serving senior management in State Street Singapore since 2000. I am part of the Community Support Programme Committee as well as the Working Parent Network Committee in my company.

Prior to joining State Street, I worked at Commerzbank AG as Executive Assistant to the Assistant General Manager.

I have over 20 years work experience in the financial industry and hold a Diploma in Business and Human Resource Management.

During my last 2 terms as SAAP Assistant Honorary Secretary in 2017/2018 and 2018/2019, I felt privileged to represent the association at various events and functions.

Once again, I am glad to act as the Assistant Honorary Secretary for term 2022/2023 and hope to be able to contribute in the association in a way or another.



Honorary Treasurer -
Jennifer Chang

I'm back for a second term as Honorary Treasurer! Most members would probably know me better as 'SAAP Admin', which is my sign-off in the eblasts I sent out from time to time.

In view of commitments on the home-front, I was actually all set to hand over the baton to a new incumbent this year. But some changes in the organisation (appointment of new book-keeper and the coming on board of a new Assistant Treasurer) have compelled me to hold the fort for one more term to help ease the transition. I hope that those with accounting background who would like to use their skills in assisting with SAAP's accounts would consider stepping forward in the next term.

My involvement in SAAP has enabled me to make new friends with other members, especially when serving on the Council. We've faced challenges together but also enjoyed fun times, and I have learnt much from fellow Council members throughout my journey.

As one with a penchant for learning (to keep abreast of things going on around us and in the world), I tend to read a lot and widely, and also enjoy watching interesting and meaningful video clips with educational value. And yes, I enjoy catching great movies too, when there's time to spare.



Meet the New Management Council 2022/2023



Assistant Honorary Treasurer -
Rahmah Manshor

Having been successfully accepted to SAAP's Fellow Membership just a few months before 51st AGM, I am honored to be elected as the Assistant Honorary Treasurer.

Thank you to Grace Seow who introduced me to SAAP and Ruth Ooi who encouraged me to be part of SAAP Management Council. I am still new to this Association and in the learning process phase to serve Fellow Members.

As a new member, I was skeptical about taking this position, I am not sure what contributions I can contribute to SAAP. Thank you for the trust and opportunity given to me. Although it is a bit challenging for me with a busy schedule, I believed with a diligent team of Council Members and their guidance, I can go thru this. Every day is a learning day, and I should keep moving and learn to make new friends and learn new skills.

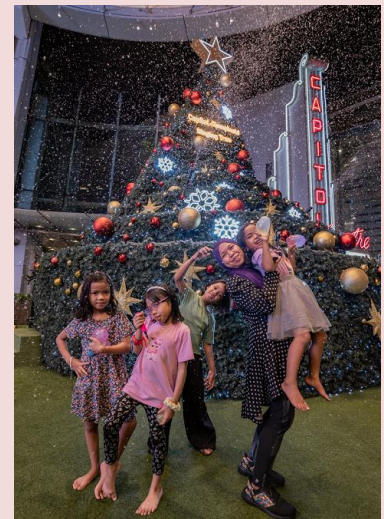


Public Relations Chairman -
Nur Diyana Binte Taha

Currently juggling part-time as an Administrator for a logistics company, and as a photographer for a publishing company, while being a mummy to three princesses.

I love bringing my girls out and exploring Singapore such as interesting outdoor playgrounds, and wherever we go, I bring my camera along as well. Most of the time, my niece follows us to our outings, and people always ask me if I have four daughters! Hehe

I really enjoyed taking photos of every SAAP event that I attended. Hope the photo bring colours and joy to our social media.



Inspirational Quote

'If somebody offer you an amazing opportunity but you are not sure you can do it, say yes, then learn how to do it later' – **Richard Branson**

Membership Privileges - NTUC Link Rewards Card

SAAP is excited to partner with NTUC to add curated benefits and privileges to your SAAP Membership. These benefits and privileges are fully sponsored for the 1st year and included in your 2023 Membership.

- ✓ Career Advisory Services offered by NTUC U PME Centre
 - U PME is a community to support Professionals, Managers and Executives (PMEs) with a common interest in the workplace, career, and professional development.
- ✓ Ready for eXperience (RX) Programme by NTUC Club
 - The latest platform of Interest Based Communities
 - Participate in activities at lower cost, e.g., sports, e-sports, golf, baking, eco-club, fur-kids, etc.
 - Interact and build connection with like-minded peers.
- ✓ NTUC Link Rewards Programme
 - Earn Linkpoints at over 1,000 partner outlets, including FairPrice, Caltex and Downtown East
 - Redeem Linkpoints to offset purchases.

Do renew your Membership via [SAAP 2023 Membership Renewal Form](#) or scan QR code

and Register via this link [Link Rewards Card Registration 2023 SAAP](#) or scan QR code

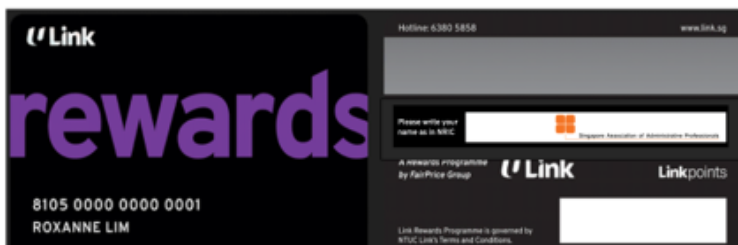


Image for reference only

Article by : American Society of Administrative Professionals (ASAP)

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| 1. Feed your mind. | 4. Analyze the problem or challenge you are working on. | 7. Question the status quo. |
| 2. Think about something else. Sleep on it. | 5. Develop your creative muscle. | 8. Focus on the future and what could be. |
| 3. Seek problems to solve and challenges to take on. | 6. Keep an open mind. | 9. Commit to continuous growth and learning. |



Up-coming Events

January

Lo Hei Dinner – 27 January 2023, 7:30 pm to 10 pm @ Yan Palace



March

International Women Day Celebration – 4 March 2023, 1 pm to 4:30 pm



Tentative programme

- ✓ Celebration of IWD
- ✓ Inspirational talk
- ✓ Travel seminar
- ✓ Origami "Kusudama Flower workshop"

More details will be announced soon

April

Administrative Professionals Week – 23 to 29 April 2023



This week is dedicated to secretaries and administrative professionals in recognition of their contributions towards business and industries.

- Administrative Professionals Day (APD) Dinner – 26 April 2023, 7 pm to 10 pm
- Administrative Professionals Week Closing event – 29 April 2023, 9 am to 1 pm
- Corporate Social responsibilities event - Volunteer at Willing Hearts.

Stay tuned and more details will be announced soon.

September

25th ASA Congress – 8 to 12 September 2023 @Bangkok



The Administrative Professional and Secretaries Association of Thailand (APSAT) will be hosting the 25th ASA Congress and the theme "GLOW WITH THE FLOW".

It will be a great experience for our member to learn from the various speakers, the culture of Thailand and making new friends and renewing friendships made with those from previous congresses

The Congress Fee of US\$650 (twin-sharing room) and US\$950 (single room) includes: ➤ 4 nights' accommodation ➤ Congress sessions ➤ meals and any activities organized within the Congress

Editorial Committee: Josephine Kwan
Co-editors: Diyana Binte Tahar & Grace Seow

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