



Appointment

Advisory Board 2018/2019

Margaret Chan Wee
Marlene Foo
Regina Tan

Greetings from Management Council 2018/2019

President – Josephine Kwan



This term marks my third term as President and I would like to extend my sincere gratitude to the Management Council Members and members who have continued to support me. I have served various positions in the Management Council for the past 10 years and progressively learnt different competencies along this volunteering journey.

2018 was a busy year for me as I represented SAAP at several talks organised by NTUC U Xchange, SCWO and Association Forum which gave me insight into areas applicable to the Association.

I believe SAAP can develop further when the Management Council works hand in hand with members. Indeed, through

various events and projects, we discovered members who have many hidden talents. We welcome members' contributions to help the Association grow and succeed.

Last but not least, my wish is to establish an accredited programme for Administrative Professionals and enhance our professional status in the workplace.

Vice President – Sumathi Packerisamy



After serving 7 terms in the Council in Treasury, Secretariat and VP posts, I took a break from the Council due to my tight work schedule and was not able to contribute my time fully to SAAP these last few years. I have been working as Project Administrator in a Survey Construction Company in the O&G industry for the APAC region for the past six years.

This term, I am able to return to SAAP Management Council to join forces with my fellow Council members, Programme Committee and members. I have learnt over the years that SAAP

is a one-stop venue for administrative professionals to meet, share information and knowledge about our careers and physical well-being as well as be updated by younger members on the latest developments in IT.

I request all to make time, get involved and show your support by joining us at SAAP events. Let us spend our afternoons at events and get connected.

Choose life! Choose Health! Choose Happiness! Choose SAAP!

Honorary Secretary – Grace Seow



My utmost appreciation to all SAAP members' support and to the great efforts of past and present Management Council to maintain SAAP relevant to the current business climate.

It is my honour to serve for this term and hope to continue to share educational, informational and professional development resources.

Look forward to continuing dialog to improve and engagements with all members and administrative professionals.

Assistant Honorary Secretary – Helen Seah



Since 2000, I have been working as Executive Assistant to the Managing Director of State Street Global Advisors Singapore Limited (SSGA). My role includes Office Management as well as in areas of Finance, Compliance and Human Resources. I also serve as committee member in the company's "Community Support Program Committee" and "Working Parent Network Committee".

Prior to joining SSGA, I worked at Commerzbank 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.

This is my second term as Council Member in SAAP and I feel privileged to represent the Association at various events and contribute to its activities

Assistant Honorary Secretary – Crystal Lee



Hi everyone, I am Crystal. Earlier this year, I was wondering if there was any professional membership which I could sign myself up for based on my secretarial background. So, I went to do a search online and chanced upon SAAP. I was and still am impressed by the fact that there is an association in Singapore which gives recognition to the unsung heroes of the workplace. Without any hesitation, I signed up as a member. That was in February 2018 and little did I expect that months later, I would be given the opportunity to serve in the Management Council for the term 2018/2019 as Assistant Honorary Secretary. It is my honour to be able to work with so many capable women who are extremely dedicated to SAAP.

While it is certain that I will achieve professional growth as part of SAAP, it is also my wish to bring SAAP to greater heights through exchange of experience and ideas with the other members.

Currently I am working as Business Secretary in Omron Asia Pacific Pte Ltd, wearing two hats – one as secretary to the Managing Director, the other as a member of the Planning Control Department involved in monitoring internal financial controls and analyzing financial data.

I treasure work-life balance and make it a point to go for my fitness classes at least 4 times a week. The classes that I enjoy most are Zumba, yoga and Pilates. I also like to do a bit of mobile gaming to unwind.

Honorary Treasurer - Jasmine Lee



When people express that “time flies”, it is so true. Looking back, I have joined SAAP for 11 years, and am now serving my 2nd term as Honorary Treasurer 2018/2019. Being not an accounting-trained person, I am learning along the process. I am very glad to be with a team of wonderful and helpful mates in the Management Council.

I hope that more members, whether new or old will come forward to render their support and assist SAAP in the Council, and in all its activities as the success and continuity of SAAP is ultimately dependent on the members.

Assistant Honorary Treasurer - Daisy Wee



I have served the Management Council in different positions for the past years. I am happy to continue to take up the role as Assistant Honorary Treasurer for this term.

Once again, I encourage you as a member to come forward to join any role in Council, Sub Committees and SAAP's activities. We are able to interact with one another, share knowledge and even pick up skills being Association's volunteers.

Membership Chairman - Ruth Ooi



I am happy to extend my term as Membership Chairman 2018/2019. Together with the Council and Programme Committee, we will work towards attracting new members to SAAP through a few platforms, especially via our revamped website. Easy to enroll. Easy to follow what SAAP does. Members will benefit if they play their role by regularly supporting the events, we organise.

The success of SAAP is very much dependent on the support from each of you.

Programme Chairman – Sim Siew Gek



It is my privilege to revive the Programme Committee at SAAP. It is timely that we have this committee to conduct some fun and sporting activities. I have noticed that given the right environment, most administrative professionals can be energetic and fun-loving.

Together with newcomers to the Programme Committee, we are keen to contribute suitable ideas for activities and implement them, just like what event planners do.

2018 is my tenth active year at SAAP. Like many of you, I face changes and challenges at work or at home, but I have found

Association work to be wholesome, comforting and rewarding. Networking with like-minded professionals, building relationships with other members and their families, are just two of the valuable experiences I gain and cherish.