



Singapore Association of Administrative Professionals

SAAP E-NEWS (Apr – Dec 2024)



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PRESIDENT'S MESSAGE

Dear Members

I would like to begin by expressing my sincere gratitude to the Advisory Board, council members and volunteers, who have generously dedicated their time and effort to assist SAAP. Your commitment is truly appreciated.

I am also delighted to share with you our successful relocation to a new office at Centro Bianco, effective 31 October 2024. This new space will provide us with a more dedicated environment for hosting members and engaging with our stakeholders. I would like to extend a special thank you to the Office Relocation Ad-hoc Committee—Ranjana, Regina Tan and Ruth Ooi, for their hard work and meticulous planning.

Looking ahead to 2025, we have a number of exciting initiatives and activities planned, and I invite you all to participate:

1. Lo Hei Dinner – a annual get together to celebrate the New Year.
2. Administrative Professionals Week Workshop & Dinner – In mid-April, we'll celebrate our profession with a series of events, including a workshop and the Administrative Professionals Day Dinner.
3. 26th ASA Congress – Scheduled from 24 to 29 April, this is an important event for our community.
4. Workshops with Overseas Training Providers – We're in talks with international providers to bring relevant and affordable workshops to our members in May.
5. Website Revamp Project – We've allocated up to \$10,000 for this important initiative, and we're setting up an ad-hoc committee to bring this project to life.

I strongly encourage you to get involved in our Standing Committees or ad-hoc committees. These offer a wonderful opportunity to expand your professional network, enrich your personal experience, and make a meaningful contribution to the growth of our Association. If you're interested, please feel free to reach out to any council member for more information.

In closing, I wish all of you to continue striving for excellence in everything you do, and to take pride in the impact you make. Together, we will achieve great things. Thank you once again for your support, and I look forward to working alongside each of you in the year ahead.

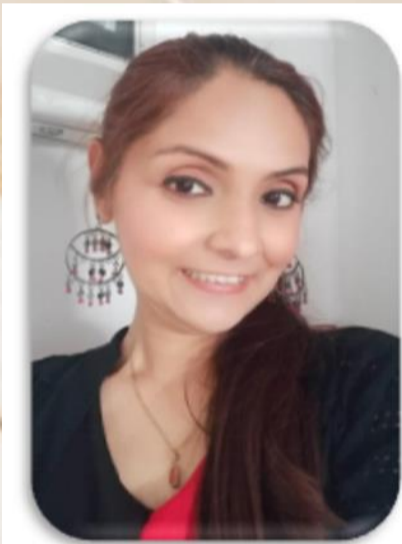
Josephine Kwan
President 2024/2025



NEW OFFICE - OFFICE RELOCATION ADHOC COMMITTEE 2024

During September and October 2024, the Office Relocation Ad Hoc Committee 2024 conducted multiple site visits to various potential office locations, ensuring that each office unit was meticulously evaluated against our established evaluation criteria. Following the evaluation process, a suitable office unit has been identified, and the Management Council has approved proceeding with the tenancy agreement. The relocation from StorHub to the new office at 73 Upper Paya Lebar Road, #08-01L Centro Bianco, Singapore 534818 was finally carried out on 31 October 2024.

We extended our heartfelt thanks to Office Relocation Ad Hoc Committee Members, Ranjana Rajwani, Regina Tan, and Ruth Ooi for their dedication, expertise, and hard work throughout this process. Their collaborative efforts have been instrumental in achieving this successful outcome. We also expressed our gratitude to Advisor, Sim Siew Gek, Asst Honorary Secretary, Helen Seah and AA Jennifer Chang who rendered their assistance in this relocation exercise.



Ranjana Rajwani



Regina Tan

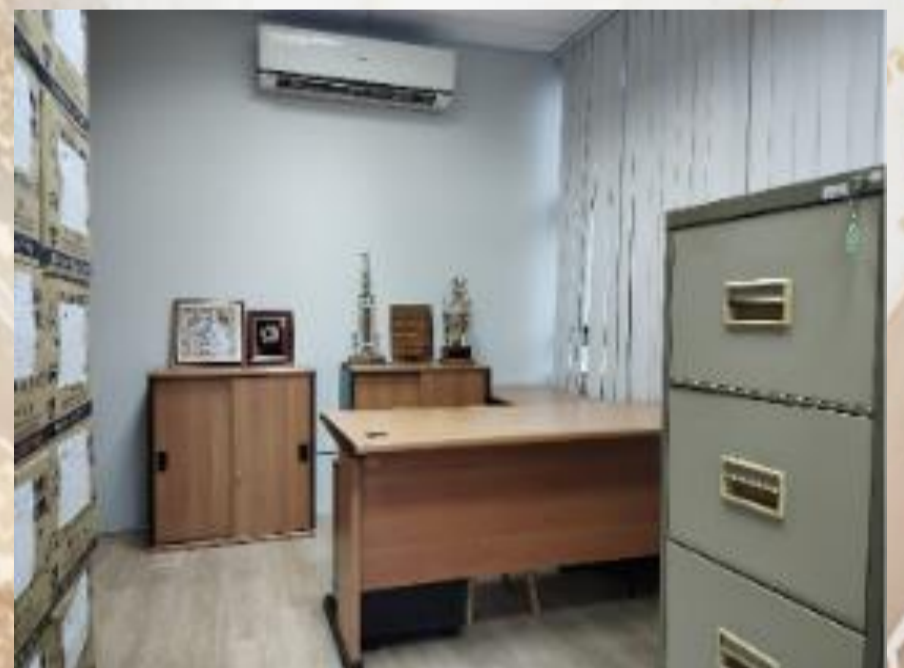


Ruth Ooi



Josephine Kwan

We are excited about the new office space providing a dedicated environment for hosting members and other stakeholders. This makes it easier to engage in face-to-face meetings and conducive to discussions. This adds to our Management Council or other volunteer members morale and well-being.



Josephine Kwan
President 2024/2025



OUTSTANDING MEMBER 2023 - MARIA LORETA ZULUETA (F1556)

Every year on Administrative Professionals Day (APD) Dinner, SAAP presents an award to a member who has been very active in the Association in the preceding years and we have taken into account her frequency of attendance at SAAP events as well as her terms of service at Management Council, her commitment and sustained support of the Association. This prestigious award was presented to Maria Loreta Zulueta at Administrative Professionals Day Dinner held on 24 April 2024. Here is an interview that I did with Maria after the award night.



Josephine: What motivate you to join SAAP?

Maria: I was at the point of my 2 years working in Singapore that I wanted to have a continued skills development and sense of belongingness in my professional life hence I search for an organisation in Singapore where my skills and knowledge belongs to. I found SAAP and look into them and found it interesting at addressing what I was looking for. The Association exude professionalism, positive attitude and offered continuing education.

Josephine: In general, what were your good times and challenging moments like?

Maria: My 12 years with SAAP are fruitful and gained me not only friends but a family. Support, care and appreciation of your service are valued. Initially as a foreigner, I have an apprehension as to my race as I am not a local or Singaporean. But it proved me wrong as SAAP Officers and members are very welcoming and showed warmth when they first met me.

Josephine: How did you manage to balance work, family and voluntary work at SAAP during all those years?

Maria: When you love what you do, you will find time to balance them the most that you can. There are times it is tough especially of my workload, but it is in my volunteer services with SAAP and my church that it helped me destress from work and family.

Josephine: What advice would you give to encourage members to come forward to serve SAAP?

Maria: Give yourself a chance to discover and share what you can do not only for SAAP but also for yourself. Serving gives you opportunity to learn, become more confident and at the same time fun and an avenue for destress in our everyday routine and struggles.

Currently Maria is managing a full-time job as Senior Marketing Manager cum Personal Assistant at Chan Lam Construction Pte Ltd. We honour her for her Dedication, Passion, and her Unwavering service throughout her 12 years as a Fellow Member of SAAP.

Josephine Kwan
President 2023/2024



WELCOME - NEW MEMBERS

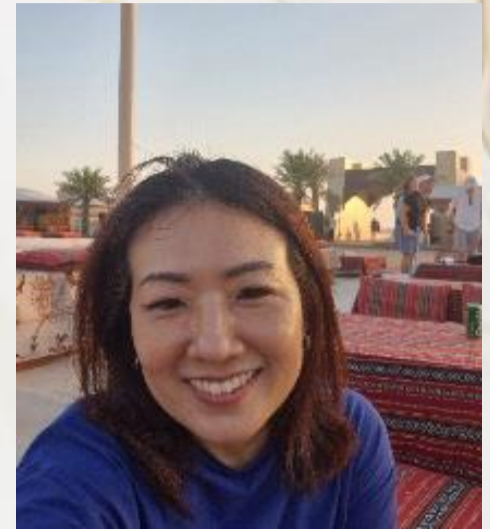
Ho Mui Shang Michelle (F1626)

PA to MD, Centre For Hand And Reconstructive Microsurgery

June Leow (F1627)

Business Support Executive, Capital Consulting Int Singapore Pte Ltd

I am a seasoned professional with experience spanning two decades in the corporate realm. With nearly eight years dedicated to administrative and business support roles, I hope to be known as a pillar of organizational efficiency and client satisfaction.



I obtained an ICA Diploma in Regulatory Compliance last year and had taken it up due to its applicability in the finance industry and also due to my interest in continuous learning. My next goal is to be a Chartered Secretary within the next couple of years.

Beyond the boardrooms and office desks, I find solace and energy in my weekly cardio classes that are accompanied with the vibrant rhythms of K-pop.

I always start the day with one of life's simple pleasures: coffee. I am an avid enthusiast of its rich and comforting allure and delight in each aromatic cup anytime of the day.

Phuang Thong Theekhamongkhon (F1628)

Program Assistant, World Bank Group

Cindy Gay (F1629)

Senior Associate, BCA Academy

Cindy Gay has dedicated an impressive 25 years of service to the administrative industry at BCA Academy, where she holds the position of senior associate.



Throughout her tenure, she has consistently demonstrated a high level of commitment and expertise in her role.

Beyond her professional contributions, Cindy has also made significant contributions to community service, displaying a passion for continuous learning and a genuine desire to help others.

Shane Anne Evangelista (F1630)

Customer Service Coordinator, Chan Lam Construction Pte Ltd



ADMINISTRATIVE PROFESSIONALS WEEK 2024

Workshop - Emotional Intelligence at Work, Navigating Relationships for Success

Date : 16 April 2024, 9 am to 5 pm

Venue: NUSS Guild House, Suntec City

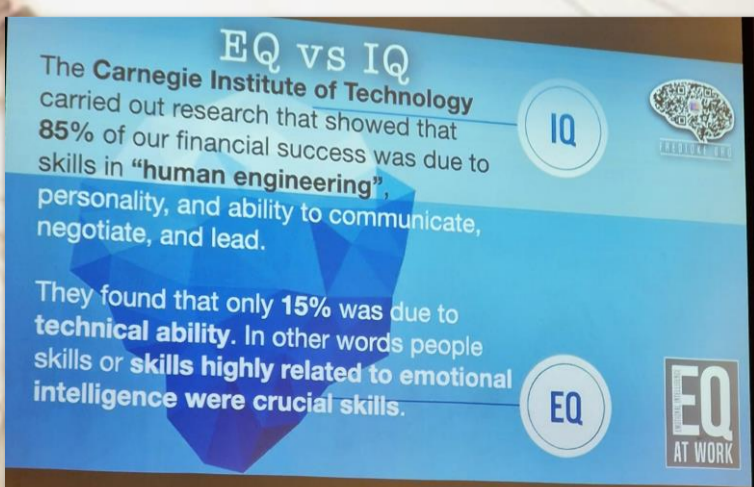
Dr. Fred Toke, PsyD, a clinical psychologist, trainer and TEDx speaker is based in Alabama, USA. During his April vacation back in Singapore, SAAP seized the opportunity to host a training workshop with Dr. Toke, focusing on EQ, a trending topic.

With a turnout of over 20 participants from government and commercial sectors, the workshop received glowing reviews for its practical approach and direct relevance to real-life workplace scenarios. Dr. Toke emphasized self-understanding as crucial for navigating workplace relationships successfully. Through engaging case studies, attendees gained valuable insights into managing emotions, resolving conflicts, and fostering positive connections at work and at home.

Participants left the workshop equipped with strategies to improve their effectiveness in various work environments, with a newfound understanding of their emotions and interpersonal dynamics. Dr. Toke's workshop left a lasting impression, inspiring participants to strive for professional growth by mastering the art of emotional intelligence.

Sim Siew Gek

Advisor & Event Co-ordinator



ADMINISTRATIVE PROFESSIONALS WEEK 2024

Looking Poised and Stylish Workshop

Date : 16 April 2024, 7 pm to 9:30 pm

Venue: Rose of Sharon, Tanjong Pagar

Step into a world where fashion becomes a force of empowerment! Our recent “Looking Poised and Stylish” workshop held on 16 April 2024, led by Yannie Yong, CEO and Founder of ROS, celebrated the power of fashion in empowering women. The workshop featured engaging talks on understanding body shape, dressing for different body shapes, and the transformative impact of color and pattern coordination. It was an inspiring gathering that emphasized how fashion can reflect who you are, what you feel, and where you're going.

Yannie Yong began by delving into the various body shapes, highlighting that each shape is unique and beautiful. She stressed the importance of recognizing and embracing our individual body types as a foundation for building confidence and expressing personal style. This segment underscored the ROS belief that clothes should fit our bodies, not the other way around, with ROS offering a wide range of sizes to ensure everyone can find their perfect fit.

The workshop then explored practical tips and tricks for trying out the dressing according to one's body shape. Attendees learned how to choose the right silhouettes and play with proportions to highlight their best features and feel comfortable in their own skin. This hands-on approach provided valuable insights into making fashion work for each individual's unique shape.

Lastly, the session on colour and pattern coordination was a hit. Yannie discussed how understanding your undertones and experimenting with different prints can create cohesive and visually appealing outfits. The right combinations of colours and patterns can significantly elevate one's style, making a powerful statement through fashion.

Overall, the workshop was a celebration of personal style and empowerment. It encouraged attendees to embrace their influence as women and uplift each other through the language of style. Fashion, after all, should reflect who you are and what you feel, and with ROS's inclusive range of sizes, everyone can look good in their own way.

Anny Tan

Hon Secretary 2023/2024



ADMINISTRATIVE PROFESSIONALS DAY DINNER

Date : 24 April 2024, 7 pm to 10 pm

Venue: Four Points by Sheraton , Riverview. 382 Havelock Road

Our Administrative Professionals Day (APD) Dinner held at Four Points by Sheraton Singapore, Riverview was a vibrant event filled with celebration, recognition, and enjoyment.

The night was filled with member and guests came embraced with the theme. There were flowery and colourful outfits that made the event memorable. It is an honour to invite Advisor, Margaret Chan Wee to present a traditional toast to the hard work and dedication of administrative professionals.

We started with a Hawaiian Theme game and followed by a sumptuous Halal buffet dinner well prepared by Four Points by Sheraton Singapore, Riverview.

Thereafter, our invited speaker, Glenn Poh, Founder of Gemstory gave an inspirational talk that enlightened us on essential oils, offering valuable insights and practical tips for integrating these natural wonders into our daily lives.

The anticipated highlight of APD dinner was award ceremony which celebrated significant milestones and outstanding contributions of our members. This year, we presented SAAP Loyalty Award to 3 members who were celebrating their 50 years with SAAP, and they are Patsy Tan, Lucillia Leong and Fay Leong.



SAAP Loyalty Award recipients from left to right: Lucillia Leong, Regina Tan, Ranjana Rajwani, Fay Leong, Patsy Tan and Sim Siew Gek



The 30th year, 20th year and 10th year recipients were Sim Siew Gek, Regina Tan and Ranjana Rajwani respectively. The Outstanding Member Award presented to Maria Zulueta, who had been actively involved in the Management Council and Sub Committees and made exceptional contributions towards the Association. Once again, congratulations and a huge appreciation to Maria.



ADMINISTRATIVE PROFESSIONALS DAY DINNER (APD)

Another event highlight was the “Best Dressed Award”. It was a tough decision for the judges to select a winner as quite a few members’ vibrant outfit truly captured the spirit of the islands. Mahalo, the best-dressed award went to Jasmine Lee for her stylish accessories and outfit embodied the Aloha spirit with flair and fun.



The APD dinner ended with President gave a special thanks to Organising Committee - Chairman, Helen Seah and Member, Evelyn Ng, and our sponsors and members whose support made this event possible. The generosity and enthusiasm greatly contributed to the success of the evening.

We hope everyone had a fantastic time and left with lasting memories of a night well spent. Here’s to celebrating more achievements and creating new experiences together!

Josephine Kwan
President 2023/2024



ADMINISTRATIVE PROFESSIONALS DAY DINNER (APD)



THE UNIQUE GEM BRACELET WELLNESS WORKSHOP@GEMSTORY

Date : 28 June 2024, 2 to 4 pm

Venue: Gemstory, 231 Bain Street , Bras Basah Complex, £02-05 Singapore 182031

Participating in the Gems Bracelet Wellness Workshop was a truly enriching experience. Over three immersive hours, the participants delved into the intricate science of energy, exploring its positive and negative dynamics and discovering effective methods to enhance personal energy levels with crystals, sounds and also grounding practices.

Meeting Glenn Poh, the esteemed founder of Gemstory and resident gem expert, added an invaluable depth to our learning as he shared his profound knowledge and passion for gemstones at the serene Gemstory space in Bras Basah Complex. The atmosphere itself was healing, adorned with natural gems, lush plants, gentle scents, and calming music that fostered a sense of peace and positivity.



As an unexpected treat, Glenn generously imparted a bonus workshop on essential oils, elucidating their diverse properties and allowing each participant to create their own personalized roll-on blend to take home. This holistic approach left us feeling not only educated but also empowered to incorporate these practices into our daily lives for enhanced well-being.

Sim Siew Gek
Advisor and Event co-ordinator



THE UNIQUE GEM BRACELET WELLNESS WORKSHOP@GEMSTORY



53rd ANNUAL GENERAL MEETING (AGM)

Date : Saturday, 31 August 2024, 2pm

Venue: Singapore Council of Women's Organisations (SCWO) 96 Waterloo St, Training Room, Ground Floor, Singapore 187967

The 53rd AGM commenced at 2:30pm as the quorum was met. President Josephine Kwan led the meeting, actively engaging with members on the various agenda items.

At the AGM, two resolutions were passed:

1. Agenda 4 – Preliminary Budget: Approval was granted for the allocation of up to \$10,000 for the website revamp project.
2. Agenda 5 – Office Relocation: Members voted in favor of relocating from StorHub to new office premises. The Office Relocation Ad-Hoc Committee 2024 has been established, with the following members elected: Regina Tan, Ranjana Rajwani, Ruth Ooi, and Josephine Kwan.

The election of new council members was smoothly conducted, resulting in the formation of the new management council for the 2024/2025 term.

The line up of new Office Bearers elected during the AGM were:

- President Josephine Kwan (F1510)
- Honorary Secretary Anny Tan (F1624)
- Assistant Honorary Secretary Helen Seah (F1409)
- Honorary Treasurer Jasmine Lee (F1532)
- PR Chairman Nur Diyana Binte Taha (F1550)

We would co-opt members to fill the other vacancies for Office Bearers 2024/2025 and Standing Committees. We have also elected Fellow Members Maria Zulueta (F1556) and Ranjana Rajwani (F1563) as Internal Auditors 2024/2025.

We extended our sincere gratitude to the outgoing Management Council 2023/2024 and Advisory Board for their dedicated service.

A special mention goes to former Vice President Grace Seow for her outstanding efforts in single-handedly managing the AGM presentation slides and the entire digital setup, as well as sponsoring the clover tote bags for all attendees.

The AGM concluded at 4:30 p.m, marking the successful completion of another productive meeting for SAAP.

Anny Tan
Honorary Secretary 2023/2024



53rd ANNUAL GENERAL MEETING (AGM)



53rd ANNUAL GENERAL MEETING (AGM)



MANAGEMENT COUNCIL (2024/2025) INSTALLATION CEREMONY IN CONJUNCTION WITH FELLOWSHIP DAY

Date : Saturdday, 23 Nov 2024, 1 pm

Venue: Singapore Council of Women's Organisations (SCWO) 96 Waterloo St, Training Room, Ground Floor, Singapore 187967

23 November 2024 marked a significant milestone for the Singapore Association of Administrative Professionals (SAAP) as we celebrated the Management Council Installation Ceremony for 2024/2025.

Held in conjunction with Fellowship Day, this event brought together administrative professionals from across Singapore to witness the induction of our new council members.

The ceremony was a blend of formality and camaraderie, reflecting the spirit of SAAP. Our newly installed council members pledged their commitment to advancing the profession and supporting our community. The event also featured inspiring speeches, including a heartfelt address from our President, who emphasized the importance of continuous learning and professional development in our ever-evolving field.

Attendees enjoyed the sumptuous buffet lunch, networking opportunities, sharing experiences, and building connections that will undoubtedly strengthen our professional network. The Fellowship Day activities added a touch of fun and relaxation, making it a memorable day for all.

We extend our heartfelt congratulations to the new council members and look forward to a year of growth, collaboration, and success.

Here's to a bright future for all administrative professionals in Singapore!

Anny Tan
Honorary Secretary 2024/2025



MANAGEMENT COUNCIL (2024/2025) INSTALLATION CEREMONY IN CONJUNCTION WITH FELLOWSHIP DAY



Left to right:
Nur Diyana - PR Chairman
Helen Seah - Asst Hon Secretary,
Anny Tan - Hon Secretary
Josephine Kwan - President
Jasmine Lee - Hon Treasurer
June Leow - Asst Hon Treasurer
Joanne Sun - Programme
Chairman



MANAGEMENT COUNCIL (2024/2025) INSTALLATION CEREMONY IN CONJUNCTION WITH FELLOWSHIP DAY



SAAP'S 3rd MANAGEMENT COUNCIL MEETING IN CONJUNCTION WITH MINI CHRISTMAS CELEBRATION AT NEW OFFICE

Date : Friday, 20 Dec 2024, 7:30 pm to 10 pm

Venue: SAAP's Office, 73 Upper Paya Lebar Road, Centro Bianco, Singapore 534818

This Christmas, we held our 3rd Management Council meeting and followed by a mini Christmas celebration at our new office at Centro Bianco building. The festive spirit was in full swing as our team came together for a delightful potluck, showcasing an array of culinary delights that highlighted the diverse flavors and talents within our team.

At the heart of the celebration was a beautifully adorned Christmas log cake, adding a touch of sweetness and elegance to the festivities.

The highlight of the evening was the thoughtful Christmas gifts from our dedicated Treasurer, Jasmine Lee and PR Chairman, Nur Diyana. Their generosity and festive spirit added an extra layer of joy and excitement to the evening.

The evening was filled with laughter, camaraderie, and heartfelt conversations, as we reflected on the year gone by and looked forward to the promising future ahead.

Here's to many more joyful celebrations, shared successes, and wonderful memories at Centro Bianco!



Anny Tan
Honorary Secretary 2024/2025



UPCOMING EVENTS

Save the dates, and do join in the fun! More details will be announced soon

Date **Event**

7 Feb 2025 **Lo Hei Dinner**

A promotional banner for the Lo Hei Dinner. On the left, there is a photograph of a red envelope, pink cherry blossoms, and oranges. On the right, there is a photograph of a red envelope with a gold tassel and oranges. The text in the center reads: "Gong Xi Fa Cai! Lo Hei Dinner Friday, 7 Feb 2025, 7 pm to 9:30 pm East Treasure Chinese Restaurant (Clarke Quay)". At the bottom, it says "Join us for Lo Hei 2025 with fun games to welcome the Year of the Snake!".

Gong Xi Fa Cai!

Lo Hei Dinner
Friday, 7 Feb 2025, 7 pm to 9:30 pm

East Treasure Chinese Restaurant (Clarke Quay)

Join us for Lo Hei 2025 with fun games to welcome the Year of the Snake!

23 Apr 2025 **Administrative Professionals Day Dinner**



25 to 29 Apr 2025 **26th ASA Congress @Sri Lanka**

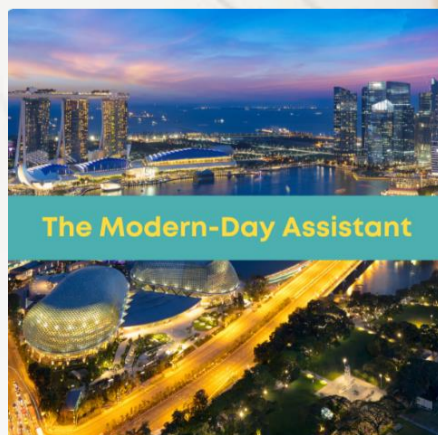
A promotional banner for the 26th ASA Congress. On the left is a purple poster with the text "26th ASA CONGRESS 2025 25-29 April SRI LANKA" and "EMPOWERING DIVERSITY BEYOND BORDERS". The right side of the banner has a light purple background with white text: "26th ASA Congress Theme : Empowering Diversity Beyond Borders 25 to 29 April 2025 by Sri Lanka Association of Administrative and Professional Secretaries (SLAAPS) Cinnamon Grand Hotel in Colombo, Sri Lanka".

26th ASA Congress
Theme : Empowering Diversity Beyond Borders

25 to 29 April 2025
by
Sri Lanka Association of Administrative and Professional Secretaries
(SLAAPS)

Cinnamon Grand Hotel in Colombo, Sri Lanka

19 & 20 May 2025 **Modern Day Assistant**





Singapore Association of Administrative Professionals

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