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## LINKS

### “Administrative Professional Organisations”

[www.slaapsonline.com](http://www.slaapsonline.com)  
[www.hishokyokai.or.jp](http://www.hishokyokai.or.jp)  
[www.isi-jkt.com](http://www.isi-jkt.com)  
[www.mapsa-malaysia.com](http://www.mapsa-malaysia.com)  
[www.secretarythailand.org](http://www.secretarythailand.org)  
[www.philsecretaries.org](http://www.philsecretaries.org)  
[www.iasapindia.com](http://www.iasapindia.com)  
[www.saap.org.sg](http://www.saap.org.sg)

## EVENTS

### To watch out for

**February 2018 – Outdoor activity**  
**April 2018 - Secretaries' Day**

### Our Website & Email Contact

[www.dssp.org](http://www.dssp.org)  
[dssp.71@gmail.com](mailto:dssp.71@gmail.com)

## Editor's Note



Dear Members,

As best as we think we are guarded against the future, there is always the prospect of the great leveler getting the better of our plans, derailing them and throwing us off guard. For all intents and purposes, this last quarter of the year was supposed to be largely low key marked only by a few events, most notably the shimmery Gala themed as The Great Gatsby which in itself is quite the show stopper. Yet in the midst of all this non-activity things shaped up as they usually do. Among these was the training sessions that the DSSP has long aspired to conduct for the benefit of young women currently enrolled in some of our educational institutions.

At the outset it seemed a bit overwhelming – like it always is – for both the trainers and those undergoing training but with time it became a sweet labour of love for each party concerned. We discovered, for instance, that we had so much knowledge built over years of experience that made the training more purposeful and engaging. Perhaps the most rewarding part of these sessions was the overwhelming response from young students many of whom equated the experience as an extension of their academic programme only twice as fun and much livelier than mere classroom learning.

But just when we thought we were safely through the happy holiday season, tragedy befell us in ways we can scarcely imagine. To lose our doyenne, MOK, has been catastrophic for not only the DSSP but the ASA and though she herself had been stoically preparing us for this moment, we know we can never be the same again. Her motto had always been that life should go on uninterrupted by the tragedies of living. It has been hard to deal with the grief over her passing and find the strength to somehow continue with our lives but this must be done nevertheless.

Now let's ring in the New Year 2018!

Much joy to you and your family.

**Marina Fernandez**



## DSSP's Eulogy to MOK Our President Emeritus

**B**eloved of many and the President Emeritus of DSSP: MOK (Maharukh Nariman Bhiladwala) passed away on Thursday December 14, 2017 after a heroic battle with the Big C.

Maharukh had many talents and she put them to full use. In 1990 DSSP was announced host of the 9th ASA Congress, a couple of ASA members were doubtful if we could organise such a mega event. MOK not only took the challenge but came out shining, placing DSSP in the notice and reckoning of ASA Members and Officials. With equal flair and style, she hosted with Cheryl Mathew as chairperson, the 22nd ASA Congress in Karachi in 2014, enjoyed by 65 foreign delegates despite prevailing conditions in our country.

Even as recent as couple of months ago MOK was fully engrossed with updating the ASA Manual, and wrote to ASA Secretariat who saw merit and have included it as an agenda item in the forthcoming CP meeting at the 24th ASA Congress in September 2018, in Papua New Guinea. Such was her dedication and commitment to ASA.

Mok had a gift of the gab! She was very good at public speaking and she put this talent to use, she delivered public speaking sessions locally at the DSSP platform as well as abroad.

She was a great Master of Ceremonies. DSSP's Annual Galas over the years were largely emceed by her, and this made her a public face of the DSSP. Most non-member attendees of the galas remember for years the fun and gaiety she brought to these events.

Her flair for stage also helped her write scripts and play the lead role in the closing night at several Asian Secretaries' Congresses: playing an 84-year-old deaf woman, a precocious 2-year-old and a robot secretary. The one she remembered most fondly was being a 2-year-old girl in "A Day at the Office", in Mumbai in 2006 when she was actually 56, giving a free-rein to her off-beat side.

On a wider platform, she also starred in a ministerial telecast on a local TV channel. She made one-shot appearance as the grandmother of the heroine of the Pakistani movie "Actor in law" released last year.

Her lively and positive outlook was amazing, considering the many vicissitudes she faced in her personal life: Early this year, Big C visited her and she looked him in the face and continued to live fully despite ravages of health. Her touching poem in the last Digest speak volumes of her strength of character and faith. It is reproduced below in honour of our fond memory of MOK.

May the good Lord grant her a special place in His Abode, and may all who love her find solace in the fact that she lived fully and bravely, and gave amply.

## I am not afraid

I am not afraid, for God is with me,  
He always has been, and always will be.  
My maker, my mentor, my comfort, my friend,  
From the moment of birth, till my life's journey's end.  
He grants me the strength, the humour and grace  
To fight all life's battles, a smile on my face.  
He leads me now, through this valley of pain,  
To emerge into sunshine and laughter again.  
On the grimmest of days, through the bleakest night  
I bask in the glory of His radiant light  
That brightens my road on the darkest day  
And shines on my path each step of life's way!  
Though fate has tossed me, on a turbulent sea,  
I am not afraid, for God is with me!



# MOK – ONE IN A MILLION!

(25 May 1950 – 14 December 2017)

My Sentiments - Goretti Ali  
(Abridged Version – In entirety on my Facebook Page)

It is not often that one has a friend who has a profound positive effect on one. A person is extremely lucky to encounter such a person. I consider myself privileged to call MOK (Maharukh Bhiladwala), a “friend.”

When I look back, I think I’ve known MOK all my life. I remember her and her sister from Saddar and the Diana Stationery Mart, walking the street in her matching up-to-date outfits. Later I learnt that she was a prominent figure of the DSSP. At that time, only the top secretaries were allowed membership. I was in awe.

I first spoke to her when we were introduced by Josephine Alexander, the DSSP President at the time. I had entered a contest, the Professional Secretaries Award which had been introduced. I was a new member. She specially asked me to call her MOK, instead of Ms. Bhiladwala or Maharukh which I used as she was my senior in every respect.

Along with the PSA, the DSSP also organised a Fashion Show introducing ETC Collections. Among the secretaries who modeled were MOK



and myself. As we lived down the road from each other MOK would offer me a lift to and from Banu Mandal, where we practiced. That was my first taste of MOK's generosity.

It was MOK who put me on the road even though I had an extremely good driving instructor in Sam Sanjana. I followed her guidance overcoming my fear of traffic and passed on her instructions to friends who are now also driving.

When we spoke about fear of public speaking she told me that a measure of uncertainty and nervousness is good as it ensures one is well prepared. This is a thought I have firmly held on to.

MOK was always ready to guide and encourage. I think her sole purpose in life was to uplift and empower everyone she came in contact with. Besides giving so much of herself, she was also very generous with her gifts. She always returned from a holiday with something for everyone. All her friends received a yearly calendar with a verse written by her printed on it.

As so many have commented on her obituary she was the life and soul of every get-together. She loved fun and laughter and ensured that all



laughed with her. Her life was not a bed of roses. She had her share of ups and downs as we all do. But she never dwelled on any misfortune, instead grew from it, shared her experiences and helped others overcome their difficulties.

MOK joined the DSSP a year after it began and served in almost all portfolios helping it grow from strength to strength. She was President for ten terms and hosted the ASA Congress twice in Karachi i.e. 1990 and 2014. They were both very successful. She represented the DSSP abroad several times. In May, the DSSP honoured her by conferring the title of President Emeritus in recognition of her services to the Society.

She was extremely talented in composing, directing and acting in plays and skits, writing poetry, inventing games, telling jokes etc. She emceed almost all of DSSP's galas. She even landed a one-liner in the movie 'Actor in Law.' MOK could always be counted on to put something together for any and every occasion.

She lived her life true to the Zoroastrian adage of "good thoughts, good words, good deeds."

The words of a poem I heard years ago seem to fit MOK perfectly.

"Remember me with smiles and laughter,  
for that is how I will remember you all.  
If you can only remember me with tears,  
then don't remember me at all."



# The Annual General Meeting in Oct 2017

The AGM of the Distinguished Secretaries Society of Pakistan was held at the Movenpick Hotel on Saturday October 28 2017. President Cheryl Mathew chaired the meeting, with Treasurer Clara Ann Dsouza, Immediate Past Treasurer Mahnaz J. Irani & Secretary Clara Lidwina Dsouza. The event commenced at 3.30 p.m. with the President welcoming the members to the Annual General Meeting of the DSSP.

The proceedings began with a report on the six initiatives accomplished by the executive committee since (February 2017) they were in office. The president said that the executive committee would continue to work on current and new projects.

The minutes of the EGM held on May 28, 2017 were confirmed. Additionally, the minutes of the AGM held on October 30, 2016 were corrected.

The Audited Accounts, had no queries from members and was passed by the general body. The retiring auditors were reappointed for the next audit term. The president spoke about the committee spending a lot of time and effort in finalizing the accounts for the audit. She then said our outgoing Treasurer Mahnaz has kept each and every record so superbly that we did not have any queries and neither did the Auditors. Thanks to Mahnaz that the audit went very smoothly. Shahrazad H. Irani said that is why we do not have to ask any questions as everything is mentioned so clearly. The president then said between the committee, Mahnaz and the Auditors we spent almost one and a half month to 2 months, each and every item is studied minutely and that she was glad there were no queries.

The organization of the executive committee was reviewed and it was proposed to remove the position of Joint Secretary. The proposal was passed. The executive committee now consists of 10 members; 6 portfolio holders, 3 ordinary members and the Ex-officio member i.e.

the immediate past president.

It was also decided to induct the treasurer for the next term, three month prior to commencement. This would give the candidate an opportunity to familiarize herself with the workings.

There being no other matter to consider, the President declared the AGM concluded and invited Executive Committee members to address the audience.



Clara Ann D'souza, treasurer reminded members about subscriptions which were due on 1st January 2018. The grace period would continue upto 31st January. She also requested members to fill the online data form as it was mandatory to complete this task for members to pay their subscriptions.

Clara Lidwina D'souza, Secretary informed the members present about future events, the first one being the annual gala; she said she hoped to see most of the members attending it. After the gala our next event is in January, i.e. the New Year lunch, which will take place in January. We then have a fun filled outdoor activity in February.

Valentina Fernandes, Social Secretary inquired from members if they



Marina Fernandez, Editor News Bulletin inquired from members whether they enjoy browsing through the digests issued thus far. She said she would welcome contributions from members by way of articles, jokes, tips and other related material.

## Halloween Special

To lend a ghoulish touch to the end of the AGM proceedings, since these coincided with Halloween, we decided to organize some serious treating for our members. As the lights were dimmed, and music from Ghost-busters and other horror blockbusters played out, Natasha Mavalvala went around carrying yucky looking lizards in her hands while Valentina and Naureen held a box offering a trick or treat to members. Some picked out scary creatures wrapped in a chocolate wrapper, while others more fortunate chose sweet treats for themselves, still others fearful of what they would pick out refused at the possibility. Not everybody was intimidated and chose to proudly display their creepy crawly on their shoulder or on their hands.

Once the fun was over, members were invited to a scrumptious buffet hi-tea at Al-Bustan Restaurant.



are happy with the events organised. She said the EC is trying to be creative, and are looking forward to seeing you all in great numbers at the gala and other events and she also welcomed ideas from members.

# Administrative Professional Training

## Catching them young

By Asma Butt

**I**t was an amazing initiative, a great collaborative contribution of all energetic enigmatic souls that made a difference in the lives of young college girls.

In my individual capacity, I felt accomplished, attained and an achiever. Certain things money can't buy so as the joy of giving to the society and the smiles on the faces and the shine in the eyes of these young girls. We should all consider ourselves as God's chosen ones to impart our knowledge, wisdom & experiences and that's the epitome of a Professional Career.

The training was held from 10 a.m. to 12 p.m. on Saturdays beginning November 11, 2017. There were 5 topics one for each week. 32 female students participated.

A wealth of information on Being a Professional was presented by Sunnu Golwalla along with Valentina Fernandes.

Paper Management & Office Confidentiality was shared by our Members Caroline Charles, Marina Fernandez and myself. It was a very learning morning with countless selfies taken



at the end by the students with the trainers.

Natasha Mavalvala our ex President and Glenda D'Souza covered the session on Office Management.

Diary Management was covered by Nareen Rodrigues with Clara Lidwina D'Souza and Ace that Interview by Natalia Fonseca



*"If you think you are too small to make a difference, try sleeping with a mosquito."*

**Dalai Lama**



with our President Cheryl Mathew.

Training conducted by DSSP at St. Patrick's College concluded with a test on December 16, 2017. A certificate awarding ceremony will be held after the College reopens after their winter break, in January 2018.

As Sunnu Golwalla, our ASA Coordinator, the mastermind behind the training observed and quoted, "The training programme has been very satisfying because each one of us was fully committed to it. Look forward to more!" The results spoke for themselves. Eight students passed with distinction.

Sunnu, we all thank you for being the mastermind in this great notion. Also I wish to thank our President and each one of the team members.

Hats off. Kudos. Accolades.

# The DSSP's 46th Anniversary Gala

The glitziest elegant black-tie event of the DSSP, was held on November 25, 2017 at Khorshed Mahal, Avani Towers. This year's gala was held under the theme of The Great Gatsby. Despite uncertainty fuelled by countrywide protests, the DSSP went ahead with the event, which started with registration and the distribution of complimentary bags as door gifts which were presented in black and gold themed tote-style bags. Lovely yellow & gold corsages for the ladies and boutonnieres for the gentlemen were given out to members and their guests. Within a short while, tasty hors d'oeuvres and cocktails were served to build the appetites of all, DSSP President Cheryl Mathew welcomed the guests and introduced the Executive Committee members and explained their respective roles. Valentina Fernandes, The MC for the evening took over from Cheryl and unfurled before the public the existence of the first DSSP Photo Booth with Gatsby themed props. She also told the audience that their professional photographs will be sent to them on their respective email addresses.

The evening got off to a fine start with the Grand Gatsby march in which all members and their guests took part and was thoroughly enjoyed. It also set the stage for dancing and the first game of the evening which was the balloon burst dance. It was such a delight to see the couples trying to keep their balloon from being burst; all were attempting to pop each other's balloons simultaneously protecting their own. The winners were Members Marianna Croning and Marilyn Lobo along with their spouses. Immediately after the Elite's Consommé was served keeping everyone warm and satisfied.



An exciting round of Dancing with the Stars dance competition was held in which many couples took part. The competition revolved around Rock and Roll and the Foxtrot. The winning couple was judged by member Maria Lobo and her spouse Agnelo Lobo. The winning couple was member Huma D'Souza and her spouse Sylvester D'Souza and were awarded with suitings from Tarzz and Moosajee respectively. Lucky draws were held for beautiful gifts hampers, electronic items, international and domestic airline tickets. The prizes included complimentary meal and cake vouchers from

leading hotels & Salon and spa treatments. The next activity for the evening was a Gatsby costume competition, in which the guests were called to sashay their dresses and model their outfit. All participants looked fabulous and confidently swayed up and down, across the stage. A winner and runner-up were picked as the overall best dressed for the theme. Lavish Dinner was served we called it Jay's Banquet. Delicious variety of salads and main course with entrees of beef, fish and chicken and a variety of desserts tantalized the taste buds of all.

Soon after dinner each table was given Deck of cards. The table members were required to unravel the missing pieces and set them in ascending/ descending order. The event attracted corporate sponsorships and complimentary products. We are greatly overwhelmed by their generosity and moved by their spirit of giving. The members ensured that the regulation stipulated by the DSSP were followed and adhered to. The evening was a perfect combination of great ambience, good music DJ, food and dancing that continued till late night.

# Get Inspired, Get Motivated, Reach Success!

**Asma Butt**

CHRP, IAAP Certified Administrator

**A**wish is just a wish, but goals are very different. Goals have deadlines and are stepping stones down the path, the staircase to your dreams. Through out the years I learned how to set my goals and make strategies to implement those goals not only from my experience but from people around me who turned their dreams into goals.

There are a number of important factors that make people successful in achieving their personal goals... and I believe goal setting is the key ingredient to personal success.

What else determines whether we will achieve our goals? I think the following attributes are critical. Having a strong belief in oneself and in one's ability to succeed, Good self esteem, Self confidence, Self discipline, a burning desire to achieve your pre-set goals, a sound strategy with a great deal of thought given to PLANNING, a desire to give back to society and invest in people. It not only enough to have the desire to achieve one's goals yet these goals have to worthy goals which benefit one self and others. The way one carry themselves is very important too, it's all about your energy having a positive attitude makes a person avoid any obstacle that may get in the way of building what you're aiming for. Goals most of the times are hard to accomplish that's why one need to be Consistent and commitment with what he/she started. The ability to avoid distractions is very important, for example, an ability to FOCUS (not swearing at ourselves). You need to the have ability and capability to take calculated risks. Due today's highly competition in every business one needs to have the ability to handle stress well which is a needed with today's lifestyles.



An ability to learn from your mistakes and to overcome the fear of making mistakes yet this is always said but it is the most important factor, it's needed to overcome dawn falls and to able to stand strong again.

Aside from all what said if you are ambitious to be successful in the field of business, you must be aware of the fact that customer service is one of the main factors, which plays a great role in bringing success in the business. Customer service happens to be one of these things that bring about the satisfaction of the customers. It is well known to all that if the customers are happy with the way you deal with them and id the products or the services that you provide to them are of a high quality.

The most important factor in achieving success is the desire to benefit one self and others. One has believed in him/herself to go any where. In fact, it is the very significant factor that will make you achieve your goals. You will be a winner, you can have that dream car, and you can lose weight, all because you believe in yourself. That is the most powerful driving force one could ever have.

Getting that dream is not that complicated, though it is not that easy either. But whatever it is that will make you strive harder, just bear in mind that when you want something, you have to work hard for it and believe you can. You are the only person on earth who

will know how you can achieve your goals right now.

As they say, life is what you make it.

## Success

The best way to bring success to yourself is to genuinely desire to create value for the rest of the world. It instantly begins with devising a plan for your success. Each small success will lead you to larger ones and you will finally reach the moon. Go ahead; reach for it! Opportunities for success are all around you. You just have to open your eyes and look; and listen. You will discover that even successful people do certain things each day to stay motivated.

You will find it easy to give your self motivation a boost with successes in your daily, weekly or long term activities. Self improvement results to inner stability, personality development and success. By making an effort to feel grateful, you'll realize how competent and successful you already are. Fully appreciate the smaller things in life.

## Conclusion

Keep a positive attitude: There's nothing more powerful for self motivation than the right attitude. It gives you joy, the impetus to push further, and a sense of power. Self-Motivation is not an accident or something that someone else can give you – you are the only one with the power to motivate you. You have within you the unique power of deciding your destiny.

# Leadership and you

*"A leader is one who knows the way, goes the way and shows the way"*  
– John C Maxwell

**A** leader has the ability to, and the power of, influence. If you have the ability to influence people into doing what you do, then you are leading. Whether you lead them in a good way or a bad way, you have the power to lead anyone willing to follow. Think about it, you influence someone, somewhere, sometimes daily in your workplace, in your personal environment with family and friends. Invest in your future by having the proper influence today. Influence is a skill that is learned and obtained over time.

To be successful in anything you do, you need the ability to lead others successfully. This is an art and if used in the right way, you will be an absolute winner. Remember, in general people don't want to be managed. They want to be able to manage themselves so they want to be led by someone who knows how and does so in the most influential way.

Influential leaders have the gift of the gab. They can literally sell you "ice in winter". The secret to this is to believe in what you say, believe in what you do, show the confidence and enthusiasm that what you say and do is believable and you will have people wanting to do and be like you. And that is a wonderful compliment. I can attest to this from experience in the smallest things that I have said or done and it is a good feeling.

Gone are the days where "People with the most power, have the influence". Today if you have the influence, you have the power. And that means, you don't have to be the president of a company, chairman of a board or in top management to be a leader – you as an assistant or secretary have the most to gain through your leadership role. Many a time you are left to look after the office while the boss is away or make a decision in the absence in his/her absence. This is the ideal place and opportunity to shine, show what you are capable of, take the initiative, believe in your action/decision and lead the way.

I have read a lot of books by John C Maxwell who has been an inspiration to me as far as leadership goes and his books have taught me a lot of new things to consider and areas to improve on in order to become an effective leader. In one of his books I picked out 4 key areas that will definitely help you to be a successful leader i.e. Priorities – Integrity – Attitude – Vision.

## Priorities

Learn to think ahead and prioritise your responsibilities and tackle them one at a time. Apply the 20/80 Pareto principle – Make sure you are the person who

uses 20% of your time to produce 80% of the results and as a leader, make sure you are one of the 20% of the people who make 80% of the decisions. Don't work hard – work smart.

You check the calendar at least 2 weeks in advance (maybe more). You will see what is coming up, what needs to be arranged or in place. Plan in advance, especially for the things that can or could go wrong, and have a Plan B in place, just in case. I am not saying anything will go wrong, but it can.

I had a case where my boss was coming back from an overseas trip. I had the chauffeur drive arranged to pick him up and take him home. I made sure that I had the chauffeur company's after hours number handy just in case. I called the chauffeur drive company to make sure the driver would be there on time and made sure he would be waiting at international arrivals and not domestic arrivals. Specifics are important.

For some of you, you will say this is not your problem and not important. But if you want to make an impression on your boss, you go the extra mile. If he sees that you take the initiative to think and plan ahead, trust me he will be over the moon. He may not always say it, but he certainly does appreciate it. You took the lead in a proactive way.

And believe me when you start making that kind of impact on people, it doesn't go unnoticed because people see you, watch your every move and you will be the one they would rely on in case they need your help with anything. That says a lot.

## Integrity

Integrity is the state of being complete, unified. It is not so much what we do that shows our integrity, but who we are – who we are determines what we do. A leader has to be authentic. The more credible you are, the more confidence people place in you, allowing you the privilege to influence their lives. Integrity has a high influence value. Charismatic people will draw people – only integrity will keep them.

"Image is what people think we are – Integrity is what we really are"

There are many leaders out there, but not all have integrity. They have the gift of the gab, but no integrity. Adolf Hitler, a well-known leader – no integrity. Julius Malema, has many followers – no integrity. Then you have Nelson Mandela, a world-renowned leader – a man of integrity. He walked the talk – he believed his actions had to match his words – and they did. He never made empty promises. He had an aura about him – people wanted to be near him and he was admired by many. Are you a person of integrity? Do

you walk the talk? Are you the same yesterday, today and tomorrow? Are you the kind of person people want to be, aspire to be? You may look the part, but are you that part?

## Attitude

Life is 10% what happens to you and 90% how you react. Our attitudes are our most important assets and we are in charge of our attitudes. A leader's attitude is caught by his/her followers more quickly than his/her actions. We are responsible for our attitudes.

"The Pessimist complains about the wind  
The Optimist expects it to change  
The Leader adjusts the sails"

Do you have a good or bad attitude? A positive or negative attitude? No matter what the situation, you need to exude attitude in a positive and confident way. Even if the situation looks bleak, look positive.

There is a lovely saying "Fake it till you make it" – in some instances it is necessary to do just that because your attitude influences those around you. If you are negative, or pessimistic and look at the down side of everything, people around you feel that way too. Exude confidence, positiveness and optimism and you will entice those around you. It certainly lightens the load.

## Vision

Your vision becomes your energy. If you see it, you can be it. Have you noticed how people like to copy other people and do what they see. That is actually quite a compliment. What you see is what you get – so if you see yourself in a position you have dreamt about, you will be in that position. It may take time, but you will get there – never lose sight of your goal no matter what hurdles you have to cross to get there.

Dream it, believe it, achieve it. This is a saying I keep telling myself when a situation gets to a point where I don't think I am going to make the goal I set myself. I believe the light is at the end of the tunnel – no matter how long, or far – I will get there I just have to believe and eventually I will achieve it. Try it – it works.

Leaders often and effectively communicate their goals to their followers. The more you talk about it, the more it becomes real and the easier it is to attain. Don't be afraid to talk about your problems or goals with your colleagues, family or friends. They won't judge you. If anything, they will give their two cents worth and you can do with that what you will. But it is good to get different input and ideas – it makes you think about your situation in a different light (one you never thought of in the first place).

All great leaders possess two things – they know where they are going and they can persuade others to follow.

Do you know where you are going, what you want to do, where you see yourself in a few years from now? Do you have dreams, goals, aspirations about your future? If you don't, I suggest you start thinking about it and plan.

Do you persuade/influence people positively or negatively? Do people want to be like you, follow you, do what you do or do they want to be the opposite?

Prioritise your life, your work, your plans for your future. Show people you are a person of integrity, walk the talk in a believable way. Have a positive and confident attitude in your approach to anything and everything. Share your vision/s with as many people as possible. Do all this and you will become a successful leader in your own right.

Michele Thwaits



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# CONDOLENCE MESSAGES

From: "Gin Elbinias" <[ginelbinias@gmail.com](mailto:ginelbinias@gmail.com)>  
 Date: 17 Dec 2017 19:51  
 Subject: MOK  
 To: "Karachi wrote:" <[dssp.71@gmail.com](mailto:dssp.71@gmail.com)>

I am having difficulty in writing this letter. It seems I don't know how. It's hard to comprehend how a young (at least 10 years younger than I) vibrant Mok could leave us early. But reality tells us that each one of us has her own time. When? Only God knows. We are only consoled by the thought that Mok has been released from her physical pain and can now rest in peace.

I grieve. I mourn my personal loss. Mok was a good friend whom I treated like a younger sister. She was highly intelligent, witty, charming and could almost do anything she had set her mind on. I knew her battle with cancer but after her operation she never showed any ill effects. I saw her on face book all the time, alert and challenging. I never expected a downhill for her and did not question her disappearance from FB. Just took it for granted all was well for her. Then came the shocking news!

ASA has lost one of its supporters. In spite of her illness she worked on the revision of the ASA manual and completed it to the end - her legacy. For this, she will always be remembered by the grateful ASA.

Mok was a pillar of strength to DSSP. I am happy that she was conferred the title President Emeritus for recognizing her talent and contribution to the association. This was indeed inspiring and boosting her morale when she was down and low. Her leaving you is truly a big loss to the association.

Mok was always proud of her son and kept on talking about him until he took a wife. Theirs is the biggest loss. We can only condole. But beautiful memories will always be with you.

Please extend my deepest sympathy to the family.

My love to all of you ---- Gin

Founding President,  
 ASSOCIATION OF SECRETARIES & ADMINISTRATIVE PROFESSIONALS  
 IN ASIA PACIFIC (ASA)



**Lilian Coloma**  
 to me, ginelbinias@gmail.com,...  
 20 Dec [View details](#)

Dear Cheryl,

It is with deep sadness to hear about the loss of our dearest Mok. I'm one with ASA sisters in this experience of grief and sorrow.

On behalf of the Philippine Association of Secretaries and Administrative Professionals, Inc. (PAS), we send our heartfelt sympathy to DSSP, friends and family.

Mok will always be remembered as a strong force in DSSP and ASA.  
 Mok, may your Heart and Eternal Soul find peace and comfort.

With love and prayers,  
 Lilian Coloma  
 Immediate ASA Past President  
 ASA Secretary

**春燕王**  
 to Cheryl, me, Lilian, Sukanya,...  
 19:43 [View details](#)

Dear Cheryl,

Although I have noticed the saddest news earlier today, would like to convey again CASAP's and my deepest condolence to dear Mok's family.

It's hard to believe that Mok left us permanently as she was discussing ASA Manual enthusiastically recently. It's indeed a great loss of DSSP and ASA, R.I.P. to her.

Mok's contributions to ASA will be remembered by many many of ASA members forever, for sure.

Take this opportunity to wish you and DSSP the very best as always.

Dale Wang  
 Coordinator of CASAP  
 in Taichung, Taiwan

Chinese Association of Secretaries and Administrative Professionals

**Alvina Chung**  
 to DSSP, Lilian, Sukanya, IASAP,...  
 01:09 [View details](#)

Dear ASA sisters

It was a great loss & extreme sadness to hear one of our vibrant & outstanding ASA Sister Mok left us.

From ASAP (Brunei), our deepest condolences to her family, we pray for her eternal peace.

In grief  
 Alvina Chung  
 Brunei

Association of Secretaries & Administrative Professionals (Brunei)

Document - Saved 16:29

Really sad to know about the demise of our beloved colleague friend **Maharukh Bhiladwala** in the early morning of 14th December 2017. I had an opportunity to interact with her at many of the ASA Congresses and more so at the 20th ASA Congress held at Taiwan in Sept. 2010, when I was the Country President of IASAP. She was the perfect host as ASA President at the 22nd ASA Congress as she will now rest in eternal peace in the God's heavenly abode.

Please convey our heartfelt condolences to her bereaved family members and specially to the current President and all our DSSP members, who have lost an able leader, a good script writer and a stage actress par excellence at our ASA Congresses. We shall miss you **Maharukh!**

Yours in grief,  
**Jeroo Iran**  
 Past President  
 IASAP, India.]

**Sukanya Nimmanheminda**  
 to DSSP, Lilian, IASAP, Chan,...  
 12:41 [View details](#)

Something very, very sad to receive this news even expected but never wanted to hear it. We really lost one staunch supporter of ASA and dearest friend. She contributed to ASA until near her end. A true Lady in Red. I'm sure we will miss her greatly.

May my dear Mok rest in peace but you are alive in my memory.  
 Have informed our members of this sad news.  
 Sukanya

# CONDOLENCE MESSAGES

**Roshan Mana**  
to me  
17:45 [View details](#)

Yes, this is a sad day for DSSP. She was one in a million and gave her whole heart and soul to DSSP all these years..I went to the funeral and it was a big one..The illness took the toll and we could hardly recognise her. May God rest her soul in eternal peace and may God give her family the strength to bare this loss...I will miss her a lot..she was one of our wonderful Presidents so many times over. One can never forget such a wonderful person and all the good she did for DSSP for so many years...The good die young. God's will be done.

With much love to all at DSSP and may all of you remain happy and healthy.

Roshan Mana  
DSSP 158.

*Distinguished Secretaries' Society of Pakistan*

**- Condolence & Deepest Sympathy -**

*Professional Secretaries Welfare Association (PSWA) of Bangladesh expresses their profound sorrow and grief for the death of your beloved President Emeritus Maharukh Bhiladwala (Mok).*

*Please convey our heartfelt condolence to her Son and Daughters-in-Law, Raymond and Hujrisha and all members of her family.*

*May Allah rest her soul in eternal peace and give her family members the strength to bear this irreparable loss with courage and fortitude.*

*With our deepest compassion.*

**Executive Committee**  
**Professional Secretaries Welfare Association**  
(14<sup>th</sup> December 2017)

 *PSWA*  
*In Pursuit of Excellence*

**Homai Mehta**  
to me, Lillian, motivazifdar, Army...  
11:29 [View details](#)

Dear Ms. Mathew

On behalf of IASAP India I convey our condolence on passing away of our dear MOK. May god give rayo & his wife courage to bear this irreparable loss.

MOK was a buble human being and stalwart worker of ASA. We shall all miss her.

Yours in sympathy

Mrs. Homai H. Mehta  
Indian Association of Secretaries and Administrative Professionals

Dear ASA sisters and DSSP members

We are indeed shocked and saddened to hear about the passing of MOK.

I remembered Mok having a stopover in Singapore after the 8th Congress hosted by CASAP in 1988. I invited her to SAAP Management Council Installation Ceremony where she promoted the 9th Congress to be hosted by DSSP.

And, just a couple of months ago she was updating the ASA Manual and now she is gone, its unbelievable!  
She is so dedicated to ASA even till the very last moment.

We know how difficult this must be for DSSP and her family, please convey SAAP deepest sympathies and heartfelt condolences to them. You are all in our thoughts and prayers.

Have a good journey, our dearest MOK. We will always miss you and remember the wonderful memories we shared. May your soul rest in eternal peace.

God Bless

Margaret Chan Wee  
SAAP  
(SINGAPORE)

**Jenny Wong**  
14 Dec 2017 · Kuala Lumpur, Malaysia ·

I just read this via Sukanya's facebook page: "This morning I lost one of my dearest friends in the ASA (Secretaries in Asia) world, Mok Maharukh Bhiladwala from Karachi. She had fought cancer bravely till the end. She was a great personality in everyway. We had worked together in this field for over 40 years and became like sisters. We will surely miss her. My deepest condolence to her family. Thank you Mok for all the joys n advices we shared and may you rest in peace now!"

Yes I remember Mok... she made a huge impact on me by her strong leadership qualities. I've informed current MAPSA's president & governing council. May she rest in peace.

 Like  Comment

 Yasmeen Ahmed and Jennifer Lee

**Vimala dsouza**  
to me, Homai, Lillian...  
11:37 [View details](#)

Dear Cheryl

On behalf of IASAP, please convey our heartfelt condolence to the family of Ms Maharuk Bhiladwala (MOK)

May her humble soul rest in peace at the feet of the almighty and may God grant the family strength to bear this irreparable loss.

Yours in grief



Vimala Dsouza  
President - All India

**SLAAPS**  
to Lillian, DSSP, Sukanya, IASAP...  
16:19 [View details](#)

Dear Cheryl & all DSSP

It is with profound sadness that we read your email on the passing away of our beloved friend MOK.

We will always remember her, especially as she was so enthusiastic in affiliating SLAAPS during the 9th ASA Congress held in Karachi.

Our hearts and prayers go out to her family. Rest in Peace dear friend.

Swineetha & the Executive Committee & The Board of Advisors.

**Sri Lankan Association of Administrative & Professional Secretaries**