

# IN-VOICE

OFFICIAL NEWSLETTER FOR GADOON TEXTILE MILLS LIMITED



## NOTE TO THE READERS

Dear Readers,

On behalf of the editorial team, I feel proud and excited in presenting the first edition of GTML's Newsletter, *In-Voice*.

It is indeed very encouraging for all of us the way GTML has progressed over the years. The company was able to achieve the highest ever turnover during year 2016-17, translating the vision of its sponsors towards transparency and controls over governance. Furthermore GTML proudly secured 2nd position in the Best Corporate Reporting awards 2016 and YES!! we are still reminiscing over becoming the Champions of National Finance Olympiad 2016.

In this edition, you will find very useful office tips, informative literature, achievements and details of fun filled activities. We are confident that with this initiative we will be able to unfold and identify the hidden potential of our human capital.

Lastly, thanks to those of you who contributed as it is essential for the success of the Newsletter. I hope you enjoy this first issue and we would love to have your feedback/recommendation of topics you would like to share in the next publication.

Best Wishes,  
Muhammad Imran Moten.

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## WHAT'S IN THE NAME

*IN-VOICE, its quintessential to find the voice with our self and let it be heard, hoping that words may cause an everlasting impact. Hence making this newsletter a voice of Gadoon.*

## TEAM IN-VOICE

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Muhammad Kashif  
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## CONCEPT & DESIGN

Sana Safdar

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We would love to hear your feedback  
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# COMPANY NEWS

By: Muhammad Kashif Riaz

Financial Year 2016 – 17 has just passed, not being the best of the years for the Country, whereby exports have declined and Imports have increased, thereby Balance of payment is badly disturbed.

From the macro point of view, exports of the country has declined due to increased labor cost, power cost and no specific policies for subsidies in addition to political instabilities. However, In January 2017, Government announced a rebate package of Rs. 180 billion for 5 sectors, including textile sector, which has the largest share in the package, but it couldn't increase the exports as intended.

From the micro point of view, Your Company has achieved highest ever turnover since its start of operation, amounting to Rs. 23.4 Billion. This year has been a turnaround for the company on the basis of profitability merely on account of timely procurement of raw material thereby sustaining the harsh economic factors along-with good returns from Strategic investments.

The year has been good enough on the qualitative aspects as well whereby your Company has been awarded with;



- **1st Position in National Finance Olympiad held by ICAP in November 2016;**
- **2nd Joint Position for Best Corporate Report Award 2016 awarded by joint committee of ICAP and ICMAP;**
- **4th Position for Best corporate Report Award 2015 awarded by the joint committee of ICAP and ICMAP; and**
- **Various in house sessions were held for the benefit of employees and senior management, including but not limited to Finance for Non-Finance people, basic excel tips and tricks, communication skills and wealth management.**

We believe that in future more In house training sessions will be conducted for the benefit of Gadoon Family. Suggestions of everyone is welcomed and appreciated. ☐

## CORPORATE NEWS

### FOR THE LOVE OF TEA

By: Team In-Voice

Every person on this planet has to agree to the fact that work becomes impossible without the presence of tea or coffee. Keeping in mind the esteem and prudent role a cup of steaming tea/coffee plays in the life of our employees we have equipped our workplace with a tea/ coffee station that not only provides employees the fuel to perform better but also works as a de-stress zone.

In today's world the employee productivity cannot be tied down to a desk, the need of a social work place, a place that has access to the amenities of home as well as office, providing a zone to collaborate and work with others.

Equipping the workplace with neutral zones where they can relax and interact ensures well-being of the employees, build relationships and increases productivity.

We at Gadoon Café are fully prepared to provide delicious cup of lattes, cappuccinos, and mint teas on demand.

A fully stocked self-service café awaits for employees on their tea break. We promote employee interaction and mobilization, as sitting at desk is not only bad for health but also one of the major causes of boredom at work. Hence a self-service station accessorized with a bulletin board displaying agendas, reading list recommendations, birthdays and company news, awaits.

This initiative is for the sole purpose of providing a better environment to our hard working employees and enabling them to perform better. ☐



## GOING SOCIAL

By: Team In-Voice

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The rules of business communication are changing day by day, companies are fervently following the bandwagon of social media communication. Most of the companies can now be reached through Facebook, LinkedIn and even YouTube, making communication a two way process.

Hence Gadoon has actively started participating on social media forum with an aim to increase its reach and introduce itself as a brand; that consumer can trust and an organization where people aspire to work.

So if you have not already liked or shared our Facebook page or added Gadoon in your LinkedIn circle, take the time out for a few clicks and become a part of the Gadoon family. ☐

### DID YOU KNOW ?

**Within the top 50 companies on the Forbes 500 list, 40 of those CEOs now have an active social media presence, up from just 18 in 2010. (MarketWatch)**

# Saturday Sharing Sessions

TAKE-AWAY FROM THIS QUARTER'S TRAINING



## COMMUNICATION STRATEGY

Requires considering **who** needs to know **what** information, **when** they need to know it, and **how** it will be delivered to them. This strategy will help to create a standard for organizational communication.

## VERBAL COMMUNICATION

- Be a good LISTNER
- Think before you speak
- Be clear, concise & confident
- Vary your vocal tone
- Be aware of your non-verbal cues
- Be aware of your audience & context
- Don't speak too much
- Practice humility



## WRITTEN COMMUNICATION

- Write to the point
- Use people's names
- Be clear, concise and complete
- Number multiple topics
- Use a friendly tone
- Know when to pick up the phone
- Proof read everything

## EMOTIONAL INTELLIGENCE

- Recognize your feeling
- Simplify your feeling
- Do not react immediately, take time
- Choose correct time & place to communicate
- Take responsibility of your emotions



## CONFLICT MANAGEMENT

- Always keep calm
- Know that the situation is temporary
- Stop dwelling over mistakes
- Communicate effectively
- Find a win-win situation/know when to compromise
- Take ownership of your mistakes
- Focus on the achievement of goals

# SATURDAY-SHARING-SESSIONS

By: Team In-Voice

As the saying goes sharing is caring, we have vigorously tried to bring the notion into practice. For years we have followed the tradition of in-house training, based on the employee needs, a person who has expertise in a specific area is given the responsibility of training his/her peers. Soft Skills were our main focus this quarter, here is a recap of what we have learned. ☐

## SESSIONS UNDER REVIEW

i look forward to these sessions as you get to learn a lot from each other in an informal environment

its a good initiative. I want more sessions regarding advanced excel skills

a good source to keep your skills up-to-date

Let us know about the topics of your **INTERESTS**

email us at [hr@gadoontextile.com](mailto:hr@gadoontextile.com)

# HR REVIEW

## THE ART OF MANAGEMENT

By: Sumayya Azmat

The dynamic, ever changing world has changed and it has changed the employees too.

Managers, nowadays need to invent new ways to get employees perform their best. Employees want managers to have their best interests at heart and to show it on a daily basis. They're looking for more substance in their work rather than loyalty or pay.

To be influential today, managers have to develop supportive work environments that can lead to desired behaviors and outcomes. The best managers are leaders of making things happen.

Managers can improve their organizations by entrusting, motivating and ensuring better performance of employees. ☐

### 5 WAYS TO BECOME A BETTER MANAGER

1. **Communicate continuously with subordinates about the organization's goals, plans and projects along with the negative aspects.**

2. **Correct errors by making one realize what he/she has done and how to rectify it.**

3. **Setting reasonable targets and timelines so that employees work up to the expectations.**

4. **Avoid office gossips and rate employee as per his/her performance rather than depending on personal liking.**

5. **Treat employees as they are part of organization, remembering their birthdays and appreciating their achievements.**



Career Fair 2017



ACCA Training Session



# EXCELLING @ EXCEL

WITH ARIFA MEHJABEEN

Tired of splitting first names from last names or sorting out upper & lower case entries by hand?

Excel 2013's great new Flash Fill feature gives you the ability to take a part of the data entered into one column of a worksheet table and enter just that data in a new table column using only a few keystrokes. ☐

## DID YOU KNOW ?

Function Key	SHIFT	
F1	Display Help or the Office Assistant	What's This?
F2	Edit the active cell	Edit a cell comment
F3	Paste a name into a formula	Paste a function into a formula
F4	Repeat the last action	Repeat the last Find (Find Next)

**To demonstrate the power of Excel's Flash Fill, we will start off with this table of data we need to populate:**

moiz khan finance officer  
ahmed butt finance officer  
sufyan sheikh marketing mto  
talib haider finance internee  
zaib mughal hr manager

First Name	Last Name	Department	Designation

**Step 1 : Type the data of first row in the table as per requirement**

moiz khan finance officer  
sufyan sheikh marketing mto  
talib haider finance internee  
zaib mughal hr manager

First Name	Last Name	Department	Designation
Moiz	Khan	Finance	Officer

**Step 2 : Drag each cell till the end of the table and press ctrl+E or go to Data > Flash Fill ( as shown below)**



**Result: The Data will be sorted in the following manner**

moiz khan finance officer  
ahmed butt finance officer  
sufyan sheikh marketing mto  
talib haider finance internee  
zaib mughal hr manager

First Name	Last Name	Department	Designation
Moiz	Khan	Finance	Officer
Ahmed	Butt	Finance	Officer
Sufyan	Sheikh	Marketing	Mto
Talib	Haider	Finance	Internee
Zaib	Mughal	Hr	Manager

# CELEBRATING LIFE

By: Team In-Voice

In the world of files, bank statements and multiple deadlines it is crucial for the sanity of an individual to sit back relax, eat, sleep and enjoy with other troubled souls. Hence for the wellbeing of our employees, we find little reasons to celebrate, be it a national Holiday, birthday or a penalty of ice-creams on silly mistakes. We have taken it upon ourself to celebrate whatever life has to offer.

So here is a rundown of all the events celebrated at Gadoon:



Best Corporate Report Award Ceremony



Celebrating Independence Day



CSR Activity At Dar-ul-Sukun



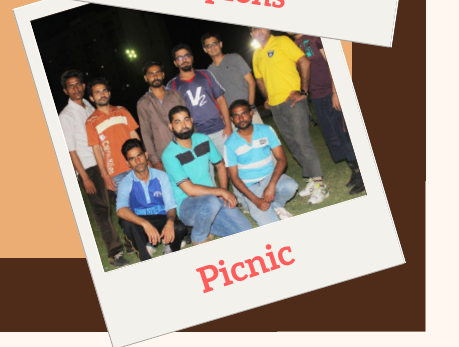
GADOON DIARIES



NFO Champions



Annual Dinner



Picnic



Five simple rules for happiness

1. Free your heart from hatred
2. Free your mind from worries
3. Live simply
4. Give more
5. Expect less

*Farhan Siddiqui  
Manager  
Network Services*

Hard work doesn't assure success, but it improves the inner you. If you think that you are working with full potential then you are wrong. Potential is what you want to achieve, either you stop where you are or opt for the next stage you want to be.

*Ibrahim Bhabha  
Assistant Manager  
Costing & Budgeting*

Success requires persistence

*Haseeb Ahmed  
Manager Financial  
Reporting*

## A WORD FOR YOU

Hard work & sincerity are part and parcel of life. Without sincerity, hard work becomes purposeless, likewise without hard work, sincerity becomes worthless.

*M. Ali Sikandar  
HR Executive*

Excellence is to have a vision to see obstacles as opportunities, so hurdles in your way are actually the bridges to success.

*Arifa Mehjabeen  
Finance Officer*

Do not restrict your goals, aim BIG, jump HIGH, see where life takes you.

*Muhammad Kashif  
Senior Manager  
Strategic Planning*

Be passionate - stay positive - work smart - focus and follow your dreams.

*Nimra Zahid  
Finance Officer*