



## Inside...

AREC operational News



Action Hotels host Accor Hotels



Oracle Fusion — Implementation



Time Management



And More ....



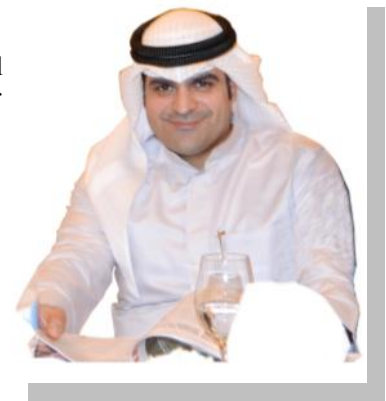
### G.M.'s Message

Welcome to the 25th issue of AREC's quarterly newsletter, a tool to bring everyone up to date with the news, events, information of AREC's family.

Congratulations to those who received promotion's employee's hard work is reflected in their performance, keep up the good work and always do your best!

Hope you enjoy this edition of our quarterly newsletter, and as always, I welcome your feedback, ideas or suggestions on any aspect of the newsletter.

Best Regards  
**Rawaf I. Bourisli**

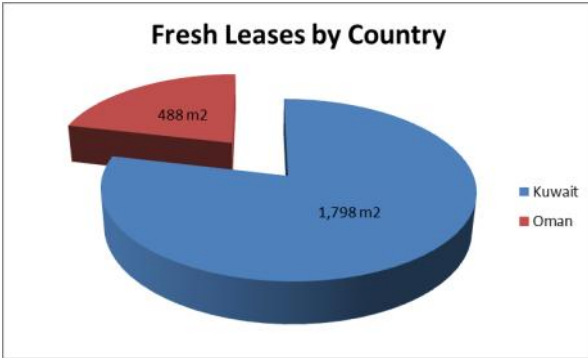




**By: Joe Weberhofer, Operations & Marketing Manager**

The 3<sup>rd</sup> Quarter of 2015 was very similar to the 2<sup>nd</sup> Quarter of 2015, in terms of fresh leases. 20 new contracts were signed during this period, representing a total NLA of 2,286 m<sup>2</sup>. From this 2,286 m<sup>2</sup> of NLA, 1,798 m<sup>2</sup> was in Kuwait and 488 m<sup>2</sup> was leased in Oman.

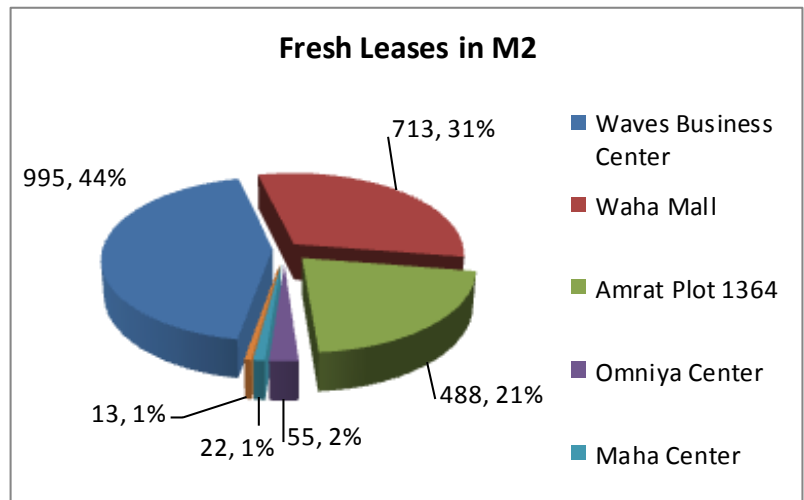
AREC	Q1-2014	Q2-2014	Q3-2014	Q4-2014	Q1-2015	Q2-2015	Q3-2015
Leases in M <sup>2</sup>	14,519 M <sup>2</sup>	1,673 M <sup>2</sup>	1,399 M <sup>2</sup>	4,337 M <sup>2</sup>	2,122 M <sup>2</sup>	2,549 M <sup>2</sup>	2,286 m <sup>2</sup>



From a Property Perspective, when considered on an area basis, the most demanded property was Waves Business Centre representing 995 m<sup>2</sup> of new leases or 43.5% of the total, closely followed by Waha Mall with 713 m<sup>2</sup> of fresh leases representing 31.2% of the total.

In other words, Waves Business Center and Waha Mall represented almost 75% of all fresh leases recorded during the 3<sup>rd</sup> Quarter of 2015 with 1,708 m<sup>2</sup>.

Property	Area	%
Waves Business Center	995	43.5%
Waha Mall	713	31.2%
Amrat Plot 1364	488	21.3%
Omniya Center	55	2.4%
Maha Center	22	1.0%
Naseem	13	0.6%
<b>Total</b>	<b>2,286</b>	



Property	Income Contribution
Waha Mall	<b>44.3%</b>
Waves Business Center	<b>34.8%</b>
Amrat Plot 1364	<b>10.2%</b>
Omniya Center	<b>7.1%</b>
Naseem Complex	<b>2.2%</b>
Maha Center	<b>1.4%</b>

When ranking takes into consideration the rental income of the fresh leases, the ranking is

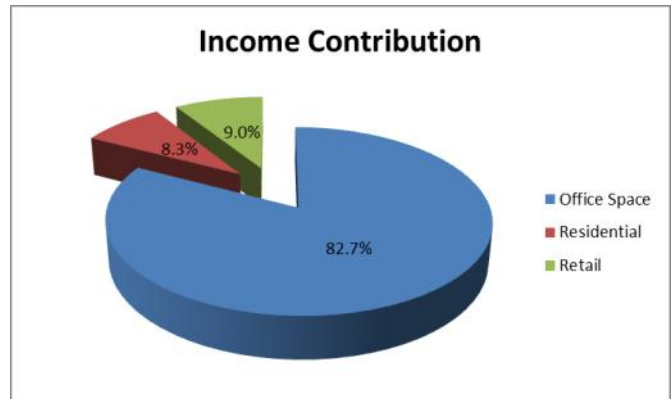
Although more space was leased in Waves Business Centre compared to Waha Mall, the first represented 44.3% of new income contribution while the later was 34.8% because the rate/me in Waha Mall is higher.



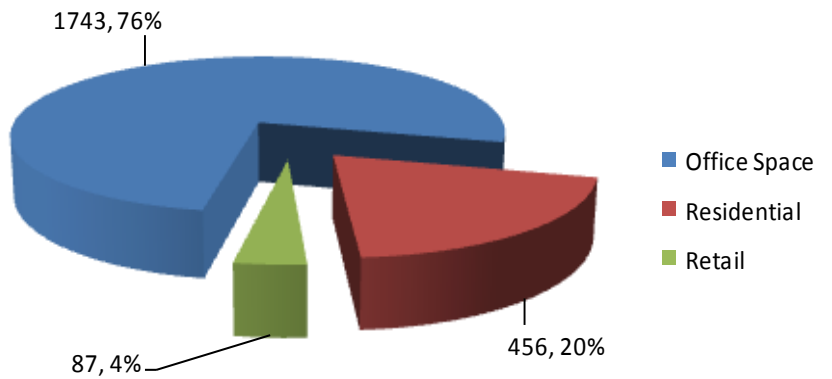


When analyzed from a market segment point of view, the break-down for the 3<sup>rd</sup> Quarter of 2015 is as follows;

From an Area (m2) basis		
Type of lease	M2	%
Office Space	1,743	76.2%
Residential	456	19.9%
Retail	87	3.8%
<b>Total</b>	<b>2,286</b>	



### Leased Area m2 by Market Segment



Obviously the Office Space market sector took the lion share of fresh leases during the 3<sup>rd</sup> Quarter of 2015, with 1,743 m2 leased during the period or 76% of the total, followed by the residential market sector with 456 m2 or 20% of the total.

From an Income Contribution point of view, the Office Space market sector had even a higher share standing at almost 83% of each KD added as fresh income;





Action Hotels And Accor Committed To Extended Roll-out of Mid Economy Hotels





*HE Sheikh Mubarak A M Al Sabah, Chairman of Action Hotels hosts Accor Hotels Chairman and CEO, Sebastien Bazin, along with the French Ambassador for Kuwait*

Action Hotels, the owner, developer and asset manager of branded three- and four-star hotels in the Middle East and Australia is committed to the further roll-out of properties under management by AccorHotels, the world's leading hotel operator.

The group's Founder and Chairman, His Excellency Sheikh Mubarak A M Al Sabah held high-level development talks at the White Palace with Mr Sebastien Bazin, Accor Hotels Chairman and CEO, in the presence of His Excellency Christian Nakhle, the French Ambassador for Kuwait.

Sheikh Mubarak confirmed that six hotels are already operating and another five are in the pipeline across Accor's ibis, Novotel and Mercure brands including new hotels in Melbourne, Brisbane and Sohar

completing by end of 2015. Action Hotels is one of Accor's leading partners in the Middle East with more than 2,000 rooms and 11 hotels.

The talks, marking Mr. Bazin's first visit to Kuwait, focused on the strong demand for quality economy and mid-market hotels in the region, highlighting opportunities for growth. Sheikh Mubarak commented: "We are delighted to welcome Mr. Bazin and the Accor delegation, in the presence of His Excellency, the French Ambassador, to discuss further expanding our already solid relationship beyond our 11 hotels".

"There is strong demand for economy and mid-economy hotels throughout the region, a trend we recognized way back in 2005 and stand committed to today. Indeed, we founded Action Hotels to address this very clear market opportunity to develop midscale and economy hotels in the Middle East, whilst others focused on the luxury end of the market."

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on the

## Oracle Fusion Middleware

Action Group Holdings is in the process of transforming the existing accounting application replacing it with the current market leading cloud-based application from Oracle called Fusion applications covering business functions on **Finance, Procurement, Project and Human Resource Management**. Action Group is partnering with TransSys Solutions in this journey of transformation with planned Go-Live by Jan '16.

The choice of ERP application and the implementation partner is a strategic decision aimed at lowering the total cost of ownership on IT assets, minimize the regular maintenance cost, derive long-term benefits from the investment that are aligned towards the long-term vision of Action Group Management

### Why Oracle Fusion?

Oracle Fusion Applications were designed, from the ground, up using the latest technology advances and incorporating the best practices gathered from Oracle's thousands of customers. They are 100 percent open-standards-based business applications that set a new standard for the way we innovate, work, and adopt technology.

The objective and benefits that we derive from this journey of transformation include: Benefit from standardization of business processes adopting to the industry best practices across the Group Paper-less processing - ability to store records electronically. Unified accounting language across Action Group entities. Ability to generate consolidation of financial entities across the group. Benefit from automation of business processes discarding manual processes or minimize excel dependencies. Inbuilt approval mechanism - needless to say minimize paper movement for signature. Inbuilt system/application control to enforce Organization policy & procedures

Though the objective that are stated above is intended and desired to be achieved in the short & medium term, it is important that we as a user follow them diligently in principle and practice so as to effectively derive benefits from the investment made in the best in-class ERP application

### Financials

Oracle's Fusion Financial Management is a complete and integrated financial management solution that sets the foundation for good governance and consistent growth while helping today's fast-growing and dynamic organizations make better decisions, increase efficiency, reduce costs, and continuously innovate. Only Oracle combines the best of the best capabilities across.

Oracle Fusion Financials Cloud Service offers an integrated financial management suite that is designed to automate, streamline, and control financial processes end-to-end without expensive hardware and system management overhead costs.

The Oracle Cloud offers self-service business applications delivered on an integrated development and deployment platform with tools to rapidly extend and create new services.

The Oracle Cloud is ideal for customers seeking subscription-based access to leading Oracle applications, middleware and database services - all hosted and expertly managed by Oracle. The application services are designed for ease-of-use, enabling busi-

ness users to manage the solution directly with no IT involvement.

### Financial Reporting and Analytics

The unique reporting platform that is natively built on top of a multi-dimensional data model offers real-time access to financial results with robust analytics and drill downs. Self-service access to live reports provides users with the right information when they need it.



Fusion Financial Reports Center. Oracle Transactional Business Intelligence (OTBI) for Financials. Oracle Financial Analytics

### Human Capital Management

Oracle Fusion Human Capital Management goes beyond traditional HR tasks with strategies that balance people, process and technology to improve workforce efficiency, effectiveness, and productivity. Built from the ground-up, Fusion HCM is developed for the Cloud or On Premise, on the device of choice, to provide a simple user interface to deliver relevant and secure information to do their job. Global processes, interactive organizational charts, collaborative tools, predictive analytics, and productive self-service are natively delivered out-of-the-box to enable a rapid deployment of critical HR functionality

### Drive Global Agility

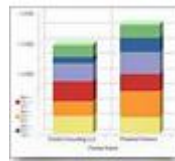
Align common HR processes to leverage a single global person and local employment model to drive operational excellence. Improve manager and employee direct access, anytime and anywhere, with user-friendly, simple and intelligent navigation. Have a complete view of your team and your organization—take immediate actions to initiate HR processes. Connect with peers and increase collaboration through social networking. Dynamically respond to legislative, organizational, and business changes

### Fusion Payroll

Oracle Fusion Payroll solutions (Payroll) address the myriad requirements needed to operate in today's global economy. These solutions are engineered to work together or separately and are not reliant on one another within your enterprise. Payroll accommodates the most simple and most complex payroll needs.

### Oracle Talent Management

Oracle Fusion Talent Management Base (TM Base) is the foundation for implementing Oracle Fusion Talent Management Applications. TM Base provides you with the ability to synchronize your existing core Human Resources (HR) system with Oracle Talent Management applications in a co-existence environment. The standard graphical organizational chart provides an integrated view of all information related to an employee with an extremely user-friendly interface. Access to a 360-degree view of the employee provides both personal and professional details at a glance.



### Oracle Fusion Procurement

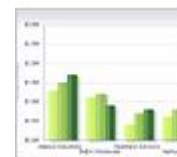
Oracle Fusion Procurement, a component of the

Oracle Fusion Applications suite, sets a new standard for strategic supply management.

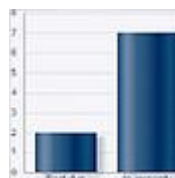
Oracle Fusion Procurement, a key component of Oracle Fusion Applications, helps you spend smarter. With Oracle Fusion Procurement you can practice smarter negotiation, smarter buying, and smarter collaboration. Oracle Fusion Procurement drives results by delivering unprecedented insight to all types of users. Its revolutionary approach to collaboration, business intelligence, and process automation is changing the way procurement works.

### Oracle Fusion Project Portfolio Management

Oracle Fusion Project Portfolio Management (PPM), a component of the Oracle Fusion Applications suite, sets a new standard for the project-driven enterprise.



Oracle Fusion Project Portfolio Management dramatically improves the way project-driven organizations and project professionals work. Oracle Fusion PPM provides access to information and collaboration between team members to enable efficient and effective project management while ensuring smarter business decisions.



Project-driven organizations benefit from its ground-up design with the user experience in mind; helping customers keep pace, keep score, and deliver extraordinary business and project insight.

### Workflow and Approvals

Fusion leverages a standards-based workflow service to deliver a robust Workflow and Approvals engine that enables complex rules and routings. Fusion delivers workflows out of the box which can be further configured as needed. Multi-level approvals may be defined based on supervisor or position hierarchies, and tasks may be accessed by emails or worklists. On any device, a user is able to view and act on a Worklist and Watchlist, providing a dedicated list of tasks to complete, and a list of things to monitor. In addition, Fusion supports the ability to manage the delegation of roles and approval responsibilities based on a timeframe or indefinitely.

### Built-in Extensibility

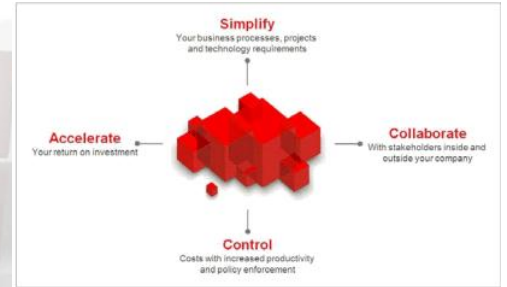
Extension of the Fusion HCM application is made easy by Fusion FlexField functionality and the web based Page, Process and Report composers. Fusion FlexFields – allow for easy definition of additional fields and logic Page Composer – provides page customization and personalization functionality Process Composer - graphical business process editor to create new process flows based on templates, modify shipped process flows, and deploy new process flows Reports Composer – create new reports and change existing reports, report models, as well as access Data Warehouse information from the BI foundation





# Part of Oracle Public Cloud

## Enterprise Resource Planning





## Article : E-Mail overload

### MANAGE YOUR EMAIL BETTER

Your inbox is flooding with emails all day long. What do you do? With so many things going on it can become extremely difficult to answer 20 or 30 or more E-mails a day.

Follow these time management tips to keep your inbox in check and say goodbye to letting your email control your life.



### EMAIL OVERLOAD? WHAT NOT TO DO

There are some people who are slaves to their email. They have a specific ringtone / bell that goes off each time a new mail comes in, whatever they are doing they turn immediately to their inbox to check it.

In effect, they “switch tasks” and then return to what it was they were doing, immediately losing momentum, clarity and output on their most important tasks.

You will be much more productive if you set out time to answer all of your emails at once than to answer them each as they come.

### ANSWER THEM ALL AT THE SAME TIME

When answering email, bundle them all together and do them at the same time. Don't answer them as they come in. Do all your similar tasks at the same time rather than doing a little bit now and a little bit later.

Batching your tasks simply means doing similar things at the same time. There exists a “learning curve” in everything you do. When you complete a series of similar or identical tasks all in a row, the learning curve enables you to reduce the time required to complete each task by as much as 80 percent by the time you complete the fifth identical task.



### SHORT AND SWEET RESPONSES

You should make a decision not to allow your inbox to control your life, like the tail wagging the dog. Instead, discipline yourself to use your email as a business tool. Make your responses quick and to the point.



If your responses are quick, it will free up more time to get through more emails and make all correspondence easier to read.

### CREATE LABELS AND FILTERS

If you manage multiple email addresses on one account, create a filter and label for each account. This way you will know what emails are personal and which ones are business related. You can save personal messages for later without having to read through them. This will leave you with your more important tasks.

### CHECK IT TWICE / THRICE A DAY

Manage your email only twice / thrice a day. Check it once in the morning after you have been at work for a few hours, answer any new emails you may have. This will free up your morning for the most important things you have to do for the day.

Check it once more in the late afternoon after lunch. After that, check it again before you leave the office and leave it alone until next day and focus on all of the other work that you have to get done.



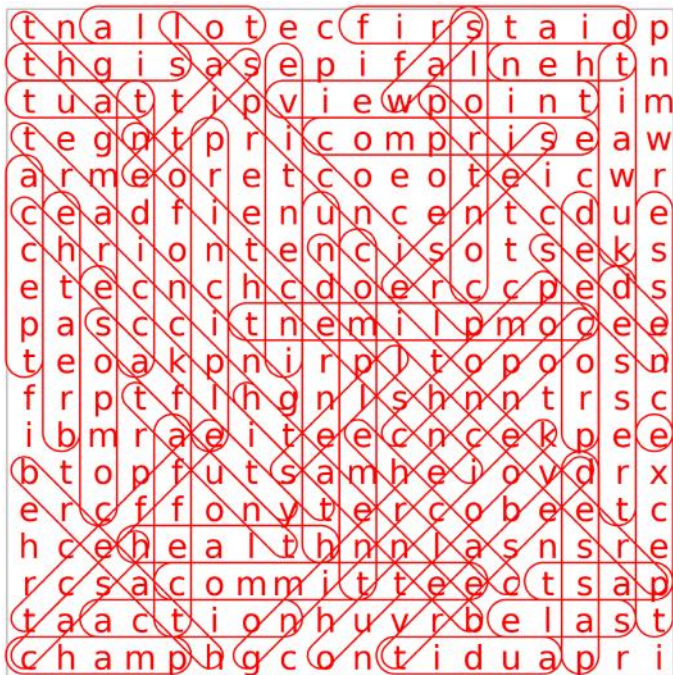




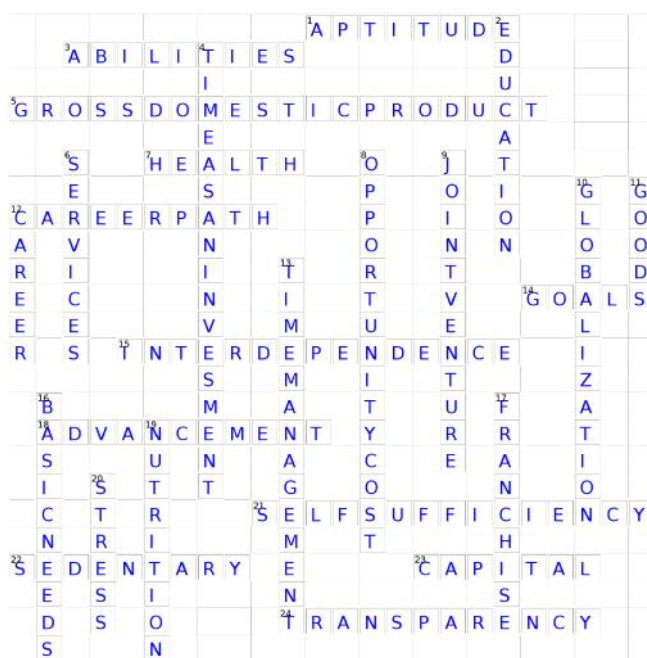
- As we read these thoughts, know they are sources of guidance in times of need, they can give us inspiration in times of struggle, they can motivate us in times of tribulations--success is not final and failure is not forever, It is the motivation we to choose that matters most. If we are seeking success, we must think successful, inspiring, and motivating thoughts.
- "Take up one idea. Make that one idea your life--think of it, dream of it, live on that idea. Let the brain, muscles, nerves, every part of your body, be full of that idea, and just leave every other idea alone. This is the way to success" --*Swami Vivekananda*
- "Great minds discuss ideas; average minds discuss events; small minds discuss people." --*Eleanor Roosevelt*
- "We become what we think about most of the time, and that's the strangest secret." --*Earl Nightingale*
- "The whole secret of a successful life is to find out what is one's destiny to do, and then do it." --*Henry Ford*
- "Thinking should become your capital asset, no matter whatever ups and downs you come across in your life." --*A.P.J. Abdul Kalam*
- "Things work out best for those who make the best of how things work out." --*John Wooden*
- "A successful man is one who can lay a firm foundation with the bricks others have thrown at him." --*David Brinkley*
- "To be successful you must accept all challenges that come your way. You can't just accept the ones you like." --*Mike Gafka*
- "If you are not willing to risk the usual you will have to settle for the ordinary." --*Jim Rohn*
- "Trust because you are willing to accept the risk, not because it's safe or certain." --*Anonymous*
- "Good things come to people who wait, but better things come to those who go out and get them." --*Anonymous*
- "If you do what you always did, you will get what you always got." --*Anonymous*
- "Opportunities don't happen, you create them." --*Chris Grosser*
- "I have not failed. I've just found 10,000 ways that won't work." --*Thomas A. Edison*
- "If you don't value your time, neither will others. Stop giving away your time and talents--start charging for it." --*Kim Garst*
- "The ones who are crazy enough to think they can change the world, are the ones who do." --*Anonymous*
- "Don't raise your voice, improve your argument." --*Anonymous*
- "What seems to us as bitter trials are often blessings in disguise." --*Oscar Wilde*
- "When you stop chasing the wrong things, you give the right things a chance to catch you." --*Lolly Daskal*
- "Happiness is a butterfly, which when pursued, is always beyond your grasp, but which, if you will sit down quietly, may alight upon you." --*Nathaniel Hawthorne*
- "Life is not about finding yourself. Life is about creating yourself." --*Lolly Daskal*
- "Your problem isn't the problem. Your reaction is the problem." --*Anonymous*
- "You can do anything, but not everything." --*Anonymous*
- "There are two types of people who will tell you that you cannot make a difference in this world: those who are afraid to try and those who are afraid you will succeed." --*Ray Goforth*
- "I find that the harder I work, the more luck I seem to have." --*Thomas Jefferson*
- "The starting point of all achievement is desire." --*Napoleon Hill*
- "If you want to achieve excellence, you can get there today. As of this second, quit doing less-than-excellent work." --*Thomas J. Watson*
- "The road to success and the road to failure are almost exactly the same." --*Colin R. Davis*
- "Success is liking yourself, liking what you do, and liking how you do it." --*Maya Angelou*
- "The first step toward success is taken when you refuse to be a captive of the environment in which you first find yourself." --*Mark Caine*
- "People who succeed have momentum. The more they succeed, the more they want to succeed, and the more they find a way to succeed. Similarly, when someone is failing, the tendency is to get on a downward spiral that can even become a self-fulfilling prophecy." --*Tony Robbins*
- "When I dare to be powerful, to use my strength in the service of my vision, then it becomes less and less important whether I am afraid." --*Audre Lorde*
- "Courage is resistance to fear, mastery of fear--not absence of fear." --*Mark Twain*
- "Develop success from failures. Discouragement and failure are two of the surest stepping stones to success." --*Dale Carnegie*
- "If you don't design your own life plan, chances are you'll fall into someone else's plan. And guess what they have planned for you? Not much." --*Jim Rohn*
- "If you genuinely want something, don't wait for it--teach yourself to be impatient." --*Gurbaksh Chahal*
- "Don't let the fear of losing be greater than the excitement of winning." --*Robert Kiyosaki*
- "You can't connect the dots looking forward; you can only connect them looking backwards. So you have to trust that the dots will somehow connect in your future. You have to trust in something--your gut, destiny, life, karma, whatever. This approach has never let me down, and it has made all the difference in my life." --*Steve Jobs*
- "Successful people do what unsuccessful people are not willing to do. Don't wish it were easier,
- wish you were better." --*Jim Rohn*
- "The number one reason people fail in life is because they listen to their friends, family, and neighbors." --*Napoleon Hill*
- "The reason most people never reach their goals is that they don't define them, or ever seriously consider them as believable or achievable. Winners can tell you where they are going, what they plan to do along the way, and who will be sharing the adventure with them." --*Denis Waitley*
- "In my experience, there is only one motivation, and that is desire. No reasons or principle contain it or stand against it." --*Jane Smiley*
- "Success is ... knowing your purpose in life, growing to reach your maximum potential, and sowing seeds that benefit others." --*John C. Maxwell*
- "Most of the important things in the world have been accomplished by people who have kept on trying when there seemed to be no help at all." --*Dale Carnegie*
- "Real difficulties can be overcome; it is only the imaginary ones that are unconquerable." --*Theodore N. Vail*
- "Little minds are tamed and subdued by misfortune; but great minds rise above it." --*Washington Irving*
- "Don't let what you cannot do interfere with what you can do." --*John R. Wooden*
- "You may have to fight a battle more than once to win it." --*Margaret Thatcher*
- "A person can be as great as he wants to be. If you believe in yourself and have the courage, the determination, the dedication, the competitive drive and if you are willing to sacrifice the little things in life and pay the price for the things that are worthwhile, it can be done." --*Vince Lombardi*
- "Knowledge is being aware of what you can do. Wisdom is knowing when not to do it." --*Anonymous*



Word search



CROSSWORD



You did it!  
*Congratulations*

Winner of last Edition's word search and crossword is Ms. Deepa Demes — Congratulations



*Happy Birthday Sophia, Binu & Emily*

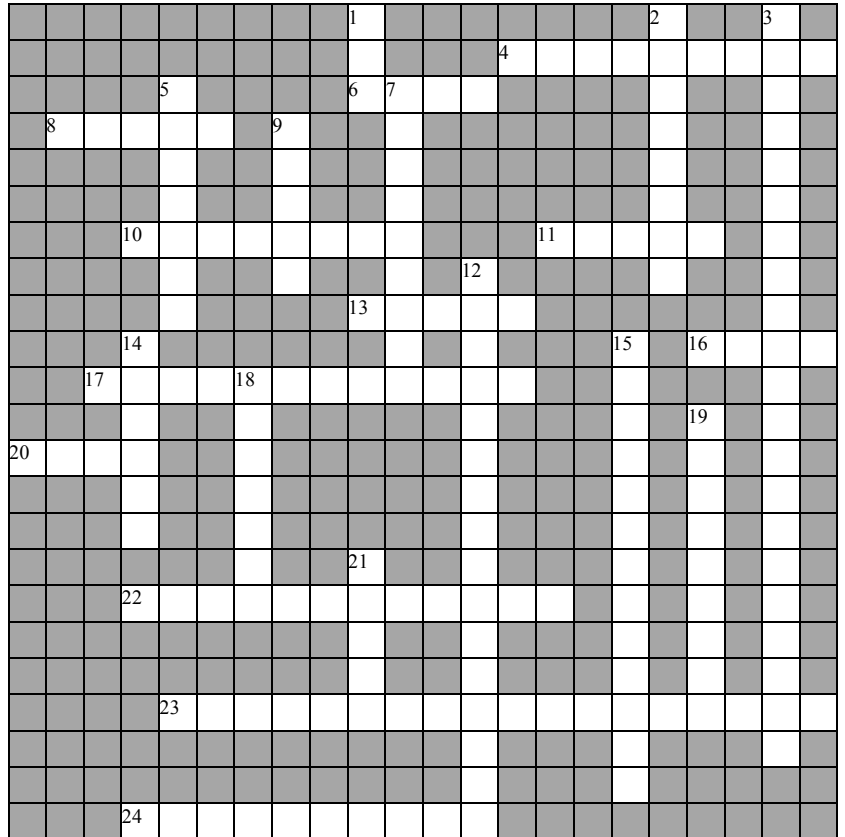




A Cash Award of K.D.20/- shall be awarded for the first correct submission.



t f o l e h e i m m o v a b l e s l e r g  
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**WORD SEARCH**



**Across**

**Down**

- 4 A small window with options for completing an action (2 words)
- 6 Collection of related data stored on a hard disk
- 8 Electronic mail
- 10 What is short form of "Commonly Operated Machine Particularly Used for Technical Education and Research"
- 11 What is the most appropriate software for calculating in computer?
- 13 What is short form of "Beginners All Purpose Symbolic Instruction Codes"
- 16 Little pictures that represent programs on the desktop
- 17 What is full form of WWW ?
- 20 What is the most appropriate software for typing a letter or document in computer?
- 22 Allows more than one application to run at a time
- 23 What is full form of USB ?
- 24 What is the meaning of 'CC' in case of E-mail?
- 1 Format widely used because all document formatting is preserved
- 2 Follows a program; designed to compute
- 3 What is full form of JPEG ?
- 5 computer operating system from Microsoft
- 7 Area on screen where the user interacts with the software application
- 9 Malicious code that appears like a useful program
- 12 What is full form of Wi-Fi ?
- 14 Used to organize files
- 15 Indicates the file type and is used by the application to recognize files (2 words)
- 18 Setting that is automatic unless changed by user
- 19 Miniature version of the document
- 21 Light Amplification by Stimulated Emission of Radiation.



## Article—Time Management



There are only three ways to spend time: thoughts, conversations and actions. As an entrepreneur, you may be frequently interrupted or pulled in different directions. While you cannot eliminate interruptions, you do get a say on how much time you will spend on them and how much time you will spend on the thoughts, conversations and actions that will lead you to success.

**Practice the following techniques to become the master of your own time:**

Carry a schedule and record all your thoughts, conversations and activities for a week. This will help you understand how much you can get done during the course of a day and where your precious moments are going. You'll see how much time is actually spent producing results and how much time is wasted on unproductive thoughts, conversations and actions.

Any activity or conversation that's important to your success should have a time assigned to it. To-do lists get longer and longer to the point where they're unworkable. Appointment books work. Schedule appointments with yourself and create time blocks for high-priority thoughts, conversations, and actions. Schedule when they will begin and end. Have the discipline to keep these appointments.

Plan to spend at least 50 percent of your time engaged in the thoughts, activities and conversations that produce most of your results.

Schedule time for interruptions. Plan time to be pulled away from what you're doing. Take, for instance, the concept of having "office hours." Isn't "office hours" another way of saying "planned interruptions?"

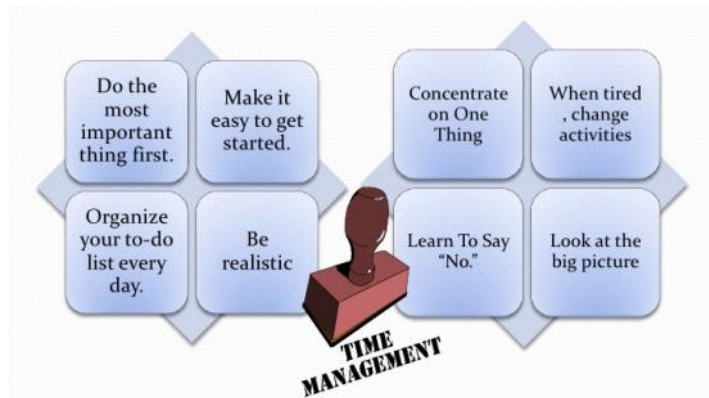
Take the first 30 minutes of every day to plan your day. Don't start your day until you complete your time plan. The most important time of your day is the time you schedule to schedule time.

Take five minutes before every call and task to decide what result you want to attain. This will help you know what success looks like before you start. And it will also slow time down. Take five minutes after each call and activity to determine whether your desired result was achieved. If not, what was missing? How do you put what's missing in your next call or activity?

Put up a "Do not disturb" sign when you absolutely have to get work done.

Practice not answering the phone just because it's ringing and e-mails just because they show up. Disconnect instant messaging. Don't instantly give people your attention unless it's absolutely crucial in your business to offer an immediate human response. Instead, schedule a time to answer email and return phone calls.

Block out other distractions like Facebook, whatsapp, Instagram etc., and other forms of social media unless you use these tools to generate business.



Remember that it's impossible to get everything done. Also remember that odds are good that 20 percent of your thoughts, conversations and activities produce 80 percent of your results.

Time-Management tips from some of the most successful people who became millionaires



1. **Richard Branson**, founder of the Virgin Group:

"One of my favorite tricks is to conduct most of my meetings standing up. I find it to be a much quicker way of getting down to business, making a decision, and sealing the deal. When given the opportunity, I often like to take things a step further--literally, with a walking meeting."

"I think the number one thing that I take with me when I'm traveling is the notebook ... I could never have built the Virgin Group into the size it is without those few bits of paper ... If you have a thought but don't write it down, by the next morning it may be gone forever."

Apparently, one time when he didn't have his notebook with him, he scribbled the thought in his passport.

2. **Warren Buffett**, American business magnate, investor, and philanthropist:

"The difference between successful people and very successful people is that very successful people say 'no' to almost everything."

3. **Nathan Blecharczyk**, co-founder of Airbnb:

"I try to fill my calendar in reverse, from the end-of-day to earlier; I try to reserve the morning for doing 'real work.' I find I can focus more in the morning, whereas it's harder to get focused after having been bombarded by meetings, so I try to save meetings for later in the day."

4. **Mike Cannon-Brookes**, co-founder of Atlassian:  
"Do one thing at once. Stop multitasking!"

5. **Mark Cuban**, owner of the Dallas Mavericks, Magnolia Pictures, and Landmark Theatres:  
"Never do meetings unless someone is writing a cheque."

6. **Andrew Mason**, co-founder and former CEO of

Groupon:

"Rather than give a specific piece of advice (I have tons, but none of it is rocket science), I'll just say that actually being disciplined about adopting these habits is, in my experience, a huge differentiator of successful people ... If I was building a character in a business video game and I had 10 character points to distribute, I'd put three of them into intelligence and seven of them into self-discipline."

7. **Dustin Moskovitz**, co-founder of the productivity app Asana and of Facebook:  
"Pick one day a week that you and your team can focus on getting individual work done without any interruptions like meetings. At Asana, we have No Meeting Wednesdays established to encourage flow and productivity across the company."

8. **Mark Pincus**, co-founder and CEO of Zynga:

"If you want to build great products, devote more than 50 percent of your work hours to product. Don't accept [any engagements] if you can't justify them as benefiting your users or your company."

9. **Andy Grove**, former Intel president:

"My day ends when I am tired and ready to go home, not when I'm done. I am never done. There is always more to be done, more that should be done, always more than can be done."



## Spotlight on Mr. Cleavon Fernandes, Accountant, Action Group Holdings



**For every issue of the newsletter, one of the most interesting profiles will be presented**

**For this quarter; the profile of this issue is of Mr. Cleavon**

Mr. Cleavon Mervin Fernandes, joined AGH as an Accountant, in 2006, he has completed his Masters in Business Administration (Finance) from “The Institute of Advance Studies in Education (IASE) deemed University, Rajasthan, India.



He is always helpful, calm and patient with every customer, he has won the respect of colleagues for his positive work ethic and calm demeanor under any circumstance. No matter how busy he is he always takes the time to greet co-workers with a smile and maintains a positive attitude despite numerous interruptions.

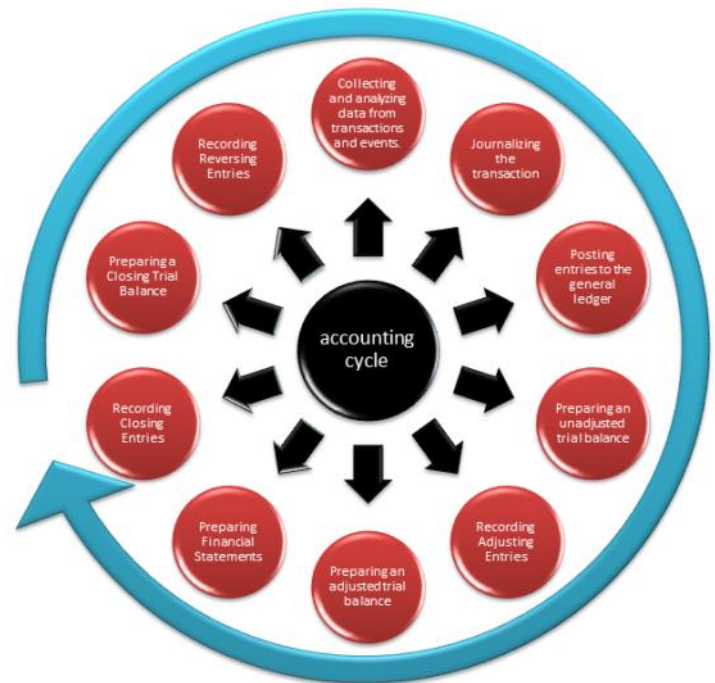
Handles accounting transactions and bookkeeping tasks, applying customer payments and balancing accounts, paying invoices, bank reconciliations and payroll, accounts receivable duties, payments of customers, balances accounts and contacts customers on past-due accounts, accounts payable tasks, which include entering vendor invoices into system, preparing and mailing checks

and communicating with vendors.

Handles a lot of paperwork, well-organized, responsible for much of a company’s sensitive financial information, and handles transactions discreetly and possess integrity.

Manages many tasks that keep AGH running smoothly, including, accounts payable and receivable, always willing to take on any job, big or small, with a great attitude, confident, professional, self sufficient; self motivated, and maintains a pleasant and positive attitude with everyone he encounters.

Positive work ethic and ability to handle stressful situations while providing accurate and timely answers to complex accounting and personnel issues.



### Education and Accreditations

- B. Com. (Computer Application) from Madhava Pai Memorial College, Mangalore, India
- M.B.A. (Finance) “The Institute of Advance Studies in Education (IASE) deemed University, Rajasthan, India.
- P.G. Diploma in Investment management from St. Aloysius college
- Member of Association of Accounting Technicians



## New Appointments



Mr. Mithgal Daradkeh joined, KMIX - National Construction Real Estate Co W.L.L. on 09<sup>th</sup> September 2015 as General Manager

Mithgal is a Jordanian National with 19 years' experience in Ready mix Concrete and holds a Master Degree in Environmental Education and Bachelor Degree in Geotechnical Engineering. Mr. Daradkeh was the General Manager of Unbutton ready-mix and Since 2011 his previous role was as the General Manager for Saudi Austrian Arabian Ready Mix (Subsidiary of ARABTEC Holdings) based in Jeddah, Saudi Arabia. Managing a team of 350 staff including 12 direct reports. There were 7 wet plants with a capacity of 120 cu. m per hour, 17 concrete pumps and 59 transit mixers.

Welcome to Action Group. Hope you will have a great time working with us. Welcome aboard

### Employee of the Quarter (July—September) 2015 Ms. Christina Avanesian

The purpose of the Employee of the Quarter program is to provide timely recognition to employees demonstrating their commitment to AREC's vision, mission, and values. This program is intended to create a positive working environment, boost morale, show employees how much they are valued and appreciated, aid in retention and recruitment, and foster a spirit of healthy competition.

**C**ongratulations to Christina Avanesian on being selected Employee of the Quarter. This award is well deserved. Keep up your good work.

Joined AREC on 30<sup>th</sup> of December 2012, as Personal Assistant – G.M. office, she has High School Diploma from Armenian School of Kuwait. She is doing her B.A. (Hons) in English Language & Literature from Arab Open University – Kuwait.

Since joining office, she has been an exemplary worker, meeting and exceeding expectations of teamwork, professionalism and empathy. A terrific listener when a caller is in need of resources or reassurance. She is a stabilizing force and is supportive of colleagues, initiating change to improve efficiency to everyone's benefit. Her character includes patience, and thorough and thoughtful attention to detail. She is dedicated and works diligently to improve the office's work flow in order to provide outstanding service.

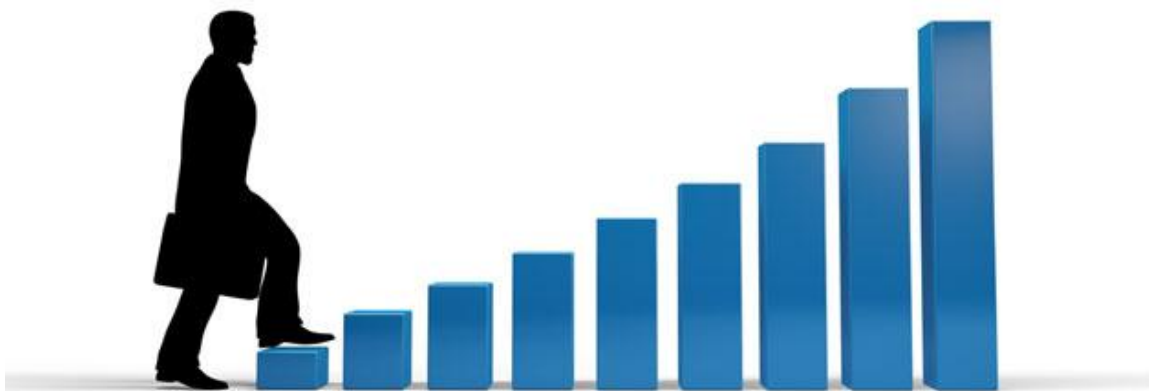




As devotion for their distinguishing, hard work, outstanding services provided. AGH announces the following promotions:

**Eng. Osama Refaei**, has been promoted as AREC PMC Manager from 1<sup>st</sup> July 2015. He joined AREC in 2006 as Project Management and Control Manager with more than 20 years of design consultancy and project management experience. Served KDL as General Manager from 2009 to 2013, resumed his services in AREC as Technical Consultant from 2013. He holds the Bachelor degree of Architectural Engineering from Cairo University, Egypt. Achieved both Design and Project Management Consultancy certifications from the Engineering Society in Kuwait and Egypt. Certified Project Manager and Value Specialist from recognized international Associations.

Eng. Osama directs qualified team members throughout the design and construction process of Commercial, Residential and leisure projects. Applies intensive and diversified knowledge of Architectural and Engineering principles and practices in broad areas. Provides a full range of management from concept development to the project handing over inclusive of space planning, Consultants follow up, Contractors monitoring of progress, site supervision, contract administration handing over and close outs activities. Before joining AREC he has worked in KEO as project manager from 1987 to 2006



**HALA**, has been promoted as Administrative Supervisor Government Relations from 1<sup>st</sup> June 2015, joined AGH in 2006 as a receptionist cum secretary

She has completed Bachelor of Law in 2002, from Cairo University, Egypt, she assists in all Government relations procedures, coordinates for Visa, Iqama Renewals, executing all statutory obligations as per the guidelines from the Ministries or Public Authorities. Assists in getting commercial licenses for all groups companies and prepares general assembly meeting related works for Ministry of Commerce and Industries.

Team-oriented and demonstrated ability to take and accept responsibility for actions. Out-going and friendly demeanor with flexibility to accommodate has strong listening, speaking, presentation and analysis ability.





Gasper Castro - 8-Oct



Osama M. Refaei - 9-Oct



Reem Fuad Hussein - 10 Oct



Abdul Aziz Karama - 14 Oct



Nazir Sariol Salih - 17 Oct



Aber Al Huneidi - 27 Oct



Gerico Martos - 31 Oct



Osama Younus - 5 Nov



Naim Abu Sharq - 15 Nov



Ahmed Shalan - 15 Nov



Mohamed Ahmed - 16 Nov



Salim Saeed Halawy - 20 Nov



Mabrook Jazazi - 25 Nov



Mohamed Khorshid - 1 Dec



Nuhad Al Saadi - 2 Dec



Nimfa - 5 Dec



Talal Al Rashid - 9 Dec



Deep Sehmi - 16 Dec



Bader Rashdan - 21 Dec



Maher Fayyad - 25 Dec



Sayeed Zeyada - 27 Dec



Action Real Estate Co. K.S.C.C.

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