



EMPLOYEE NEWSLETTER

June 2012

New additions and changes to Interem!

We would like to hereby announce the additions to our Team that took place
in May, 2012 as follows :



Ms. Sushma Sharma, has joined at our GGN office in the Centralised - C.S. Domestic Team, as "Executive - Customer Service" w.e.f. 2nd May, 2012 and would be reporting to Mr. Gauranga Chattopadhyay.

Mr. Manoj Bhardwaj , has joined at our GGN office in the RMS Team- as "Executive - WMS" w.e.f. 14th May, 2012 and would be reporting to Mr. Ashok K. Nair.

Ms. Nirmala K.P., has joined at our Bangalore office as "Asst. Manager -Customer Service" w.e.f. 21st May, 2012 and would be managing the International Desk for South with Savitha. She would be reporting to Mr. Asit Bhatnagar.

We Welcome each of you and wish you All The Best!

New Development!

We would like to share with you that from this financial year, our Country Manager Mr. Rahul Pillai has been given an additional responsibility of Managing & Developing the Middle East. Our Customer Service, Sales & Ops. Team in Dubai & Sales Team in Doha would be reporting into him.

On behalf of our entire Team, we hereby

Congratulate

Mr. Rahul Pillai



Wish you

All the Best!!



Working together!

India-Doha!

We had one of our team members from Mumbai, India visit Doha, Qatar for Project Qatar 2012 and below are some of the picture:



From left: Mr. Tariq Hussain (Qatar), Mr. Karthik Hari (Dubai),
Ms. Alpana Chauhan (Dubai) & Mr. Hikaam Khalid (Qatar)



From left: Mr. Tariq Hussain (Qatar), Mr. Karthik Hari (Dubai),
Ms. Karishma Mehra (Mumbai), Ms. Alpana Chauhan (Dubai) & Mr. Hikaam Khalid
(Qatar)



From left: Mr. Tariq Hussain (Qatar), Ms. Karishma Mehra (Mumbai)
& Mr. Anil Georgey (Qatar).

EMPLOYEE RECOGNITION!!!

Our clients took the time to submit the following notes/letters (below) in appreciation of the great job completed by Interem employees. A sincere **THANKS** to you from the Interem management team.



Your efforts are very much appreciated!

A light blue rectangular sticker with a green pushpin at the top left. The text "Great Job!" is written in a black, handwritten-style font, with a simple smiley face below it.

For Employee: Mr. Menon & Team- Interem Bangalore

Client: Nabler Web Solutions

Job: Office move

" Our relocation was very smooth and professionally managed one, thanks to the efforts of the entire Interem team, we found services very prompt and efficient, we couldn't have asked for more, we would definitely recommend your services to our associates."

"We wish you the very best in all your future endeavours."

A light blue rectangular sticker with a green pushpin at the top left. The text "Great Job!" is written in a black, handwritten-style font, with a simple smiley face below it.

For Employee: Mr. Shyju & Team- Interem Gurgaon

Client: Ms. Mrinalini Haridas - PA to the chairman of GMR Group

Job: Delhi to Bangalore move

"Thank you very much for the on time delivery. I am extremely satisfied with the service provided and my words are: Our time support & delivery, Very good co-ordination, Excellent team work, Trust is the word for Delhi & B'lore team who came for packing and unpacking, quality packing, not even a scratch in the goods."

A light blue rectangular sticker with a green pushpin at the top left. The text "Great Job!" is written in a black, handwritten-style font, with a simple smiley face below it.

For Employee: Mr. Valantan Rodriguez & Team- Interem Mumbai

Client: Mr. Sandeep Thangiah- Cadbury India Ltd.

Job: Mumbai to Gurgaon move

"Valantan is an excellent Team Leader...this is a very good packing team."



HAPPY BIRTHDAY!!!!

DON'T FORGET TO WISH YOUR FELLOW COLLEAGUES A SPECIAL DAY.



<i>Sr. No</i>	<i>Names</i>	<i>Date</i>	<i>Location</i>
1	Mr. Motiram Arde	1st June	Mumbai
2	Mr. Dattaram Pawar	1st June	Mumbai
3	Mr. Alexander	1st June	Bangalore
4	Mr. Sandeep Gaikwad	1st June	Mumbai
5	Mr. S. Selvakumar (SSK)	1st June	Gurgaon
6	Mr. Subodh Kumar	2nd June	Gurgaon
7	Mr. Ajay Kumar Yadav	5th June	Gurgaon
8	Mr. Thomas Francis	6th June	Chennai

9	Mr. Munnuru Jaipal	7th June	Hyderabad
10	Mr. Kailash (Baban) Godke	11th June	Mumbai
11	Mr. Bharat Mehta	12th June	Gurgaon
12	Mr. Prabhakar T	20th June	Bangalore
13	Mr. Gerard James	25th June	Chennai
14	Mr. B.M. Srinivas Rao	27th June	Hyderabad
15	Mr. Basant Lal	28th June	Gurgaon

HAPPY Anniversary!!!!

We would also like to Congratulate our Team Members below who have been a part of INTEREM Over the Years, for each Milestone completed in June, 2012!



<i>Sr. No</i>	<i>Names</i>	<i>Location</i>	<i>Date</i>	<i>Service</i>
1	Asit Bhatnagar	Gurgaon	17 th June, 02	10 Years
2	Prabhakar	Bangalore	1 st June 05	7 Years
3	Narayan Rao	Bangalore	1 st June 05	7 Years
4	Naveen Bhandari	Gurgaon	1 st June 05	7 Years
5	Basant Lal	Gurgaon	1 st June 05	7 Years
6	Prakash Chandra	Gurgaon	1 st June 05	7 Years
7	Mahesh Choudhary	Mumbai	1 st June 07	5 Years
8	Sharad Mistry	Mumbai	21 st June 07	5 Years
9	Rajesh Nair	Mumbai	4 th June 08	4 Years
10	Cherylene Sequeira	Dubai	3 rd June 08	4 Years
11	Gilbert Rodrigues	Mumbai	1 st June 10	2 Years
12	G. Prakash	Chennai	1 st June 10	2 Years
13	Gerard James	Chennai	4 th June 10	2 Years
14	S. Sarvanan	Chennai	15 th Jun 10	2 Years
15	Sayu Laksmi	Coimbatore	1 st June 11	1 Year
16	Vanessa D'Souza	Dubai	8 th June, 11	1 Year
17	Satish Kumar	Gurgaon	13 th June 11	1 Year



Our Presence on the social networks

We continue to urge everyone to take the time and sign-up/register on these social networks.



LinkedIn- If you do not have an account on LinkedIn maybe it's time you open one.

Just follow these easy steps:

1. Go to site: <http://in.linkedin.com/>
2. Sign-up: just follow the instructions giving your name, email, password
3. When submitting your "experience" (job info) it will ask for Company name: just type Interem and our company page will be an option on the list, choose Interem. Your profile will now also appear on Interem's Company page as an employee. It's that easy.

If you already have a LinkedIn account then follow these steps:

Click *Profile* at the top of your home page.

1. Click *Edit* next to your current position.
2. Click *Change Company* and type the full company name.
3. ***Important:*** This step is crucial. Click the correct company name in the dropdown list.
4. Click update



Facebook

If you do not have an account on Facebook maybe it's time you open one.

Just follow these easy steps:

1. Go to site: <http://www.facebook.com/pages/Interem/156203077806860?sk=info>
2. Sign-up: just follow the instructions giving your name, email, password, etc.



3. Go to our Company page and click on . Now every time Interem has an update you will receive the updates on your facebook account.



Twitter

To follow Interem on Twitter

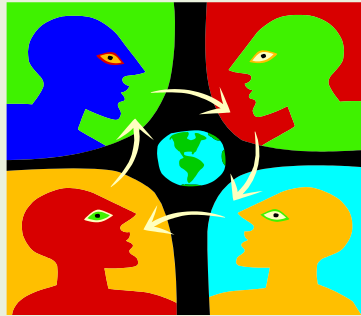
Just follow these easy steps:

1. Go to site: <http://twitter.com/#!/InteremIndia>
2. Sign-up: just follow the instructions giving your name, password



3. Now just go back to Company page an click on 

Interesting info...



Barriers to effective communication

There are many reasons why interpersonal communications may fail. In many communications, the message may not be received exactly the way the sender intended and hence it is important that the communicator seeks feedback to check that their message is clearly understood.

There exist many barriers to communication and these may occur at any stage in the communication process. Effective communication involves overcoming these barriers and conveying a clear and concise message. Below is a list of common barriers to effective communication:

- The use of jargon, over-complicated or unfamiliar terms.
- Emotional barriers and taboos.
- Lack of attention, interest, distractions, or irrelevance to the receiver.
- Difference in perception and viewpoint
- Physical barriers to non-verbal communication.
- Language differences and the difficulty in understanding unfamiliar accents.
- Expectations and prejudices which may lead to false assumptions or stereotyping.
- Cultural differences- The norms of social interaction vary greatly in different cultures, as do the way in which emotions are expressed. For example, the concept of personal space varies between cultures and between different social settings.

Take the first step in breaking the gap, make an effort to understand and respect other cultures!



Acknowledge that the mostly-universal, non-verbal way to greet others is a simple handshake or wave in the English-speaking world. However, other gestures such as various forms of bowing, embraces, or even applause are used as non-verbal greetings in other parts of the world. Always make sure you are not insulting anyone with uncommon gestures in that particular country.

Say hello in a different language:

- | | |
|---|-----------------------------|
| ➤ German- Hallo (informal) | ➤ Polish- <i>Cześć</i> |
| ➤ German- Guten Tag (formal) | ➤ Armenian- Barev dzez |
| ➤ Italian- <i>Ciao</i> (also means goodbye) | ➤ French- Bonjour |
| ➤ Dutch- Hallo (informal) | ➤ Romanian- Salut |
| ➤ Dutch- Goedendag (formal) | ➤ Portuguese- <i>Olá</i> |
| ➤ Mandarin- Ni Hao | ➤ Thai- Sawasdee |
| ➤ Spanish- Hola | ➤ Swedish- Hej |
| ➤ Hawaiian- Aloha | ➤ Swahili- Jambo |
| ➤ Congo- Mambo | ➤ Russian- Privyet |
| ➤ South African- Hoesit | ➤ Arabic- Salam |
| ➤ Hindi - Namastae | ➤ Taiwanese- Li-ho |
| ➤ Indonesian- Apa Kabar | ➤ Finnish- Hei |
| ➤ Japanese- Konnichi wa | ➤ Thai- Sawa de-ka (female) |
| ➤ Turkish- Selam | ➤ Thai- Sawa De-Krap (male) |

Interesting info...



Business Etiquette and Protocol Saudi Arabia

Relationships & Communication

- You will need a Saudi sponsor (wakeel) to enter the country. The sponsor acts as an intermediary and arranges appointments with appropriate individuals.
- Saudis do not require as much personal space as most western cultures. As such, they will stand close to you while conversing and you may feel as if your personal space has been violated.
- Saudis prefer to work with people they know and trust and will spend a great deal of time on the getting-to-know-you part of relationship building.
- You must be patient.
- Since Saudis will most likely judge you on appearances, dress and present yourself well.

Business Meetings

- Appointments are necessary and should be made several weeks to one month in advance if at all possible.
- When meeting with government officials, a firm date will not be settled upon until you are physically in the country.
- Try to schedule meetings in the morning.
- You should arrive at meetings on time, although it is an accepted custom to keep foreigners waiting.
- It is not uncommon to have a meeting cancelled once you arrive.
- Meetings are generally not private until after a relationship of trust has been developed. This means you may expect frequent interruptions. Others may wander into the room and start a different discussion. You may join in, but do not try to bring the topic back to the original discussion until the new person leaves.
- Business meetings start after prolonged inquiries about health, family, etc. Never inquire about a Saudi's wife.