

Career Talk

The door to success by

Ms Reetha Mathews

A top level professional, to enlighten us on the prospect of our future

We are welcoming all students to attend this career talk, as it can help you take your first step to a successful future.

Day : Wednesday
Date : 8th November 2006
Time : 2.30pm – 3.30pm
Venue : 2nd level, 2B classroom

REPORT

8TH November 2006

Ladies Executive Club organized a career talk in line with our course. The key members who actively participated in making this a success were Ms Norlaila, Ms Paulin, Ms Mala and Ms Fara. This event took place at the 2nd level, 2B Classroom on Wednesday, 8th November 2006.

The general aims of this programme was to equip students with the widest possible practical and business training to can help students take the first step to a successful future.

Ms Reetha Mathews who is one of the top managers of AIA Insurance was invited to give us a career talk. She did her Secretarial Course in 1970 at Johor Tutorial College. After completing her course, she started work with an Architect's firm for a few years as a Secretary. She continued as a Secretary for many years.

Ms Reetha Mathews is one A Million Dollar-Agent with the AIA Insurance and she has 8 agents working under her. She has inspired many associates through her outstanding commitment to service excellence. Her achievement is because of her foundation in her Secretarial Course. Her motive is to "Be somebody special, everything is possible".

Ms Reetha Mathews took great pains to explain to all of us on how to become a top level professional and that committed effort is crucial to a prosperous future. Her personal dedication, professionalism, and wit is an example to all of us. She had highlighted 10 important principles on how to become top-notch Secretary. They are:

1. **Define your goal. What do you want to achieve? What do you want to become?**
2. **Do not wait to be motivated. Always be alert.**
3. **Think in Pictures. Have a mentor who is successful in a business.**
4. **Break into mini goals.**
 - quarterly goals- break it into how many months.
 - take the initiative.
5. **Make time for yourself – priorities**
 - do what is important first.
 - plan for the next few days.
 - Give priorities to the important issues.
6. **If we make mistakes – learn from it and become a better person.**
7. **Commit yourself – give 100% effort to what you are doing and believe in yourself.**
8. **High level of energy**

9. Make every occasion a great occasion.

10. Be courageous.

Ms Reetha Mathews is a prime example of an individual who conjures large amounts of pride and joy in her profession.

In conclusion, the girls had a great time with Ms Reetha Mathews. All students were motivated, to become a top level professional Secretaries.

Prepared By: Norlaila Binti Waran – President of LEC Club (2006)



BE SUCCESSFUL IN LIFE....



SUCCESSFUL

PERSON



William (Bill) H. Gates is chairman of Microsoft Corporation, the worldwide leader in software, services and solutions that help people and businesses realize their full potential. Microsoft had revenues of US\$44.28 billion for the fiscal year ending June 2006, and employs more than 71,000 people in 103 countries and regions. William (Bill) H. Gates is chairman of Microsoft Corporation, the worldwide leader in software, services and solutions that help people and businesses realize their full potential. Microsoft had revenues of US\$44.28 billion for the fiscal year ending June 2006, and employs more than 71,000 people in 103 countries and regions.



Siti Nurhaliza binti Tarudin (also known as **Datin Siti Nurhaliza** after she married **Datuk Khalid**, followed by **Datuk Siti Nurhaliza** after she's been honoured **Darjah Indera Mahkota Pahang (DIMP)** by the Sultan of Pahang) (born 11 January 1979) is a Malaysian pop singer. She is currently one of the most **successful Malaysian** singers. To date, she has gathered more than 100 awards



The **Prime Minister of Malaysia** (in Malay *Perdana Menteri*) is the indirectly elected head of government of Malaysia. He is formally appointed by the Yang di-Pertuan Agong, or King, of Malaysia, and is invariably the leader of the largest party in the federal House of Representatives (*Dewan Rakyat*), the elected lower house of Parliament. He heads the Cabinet of Malaysia, whose members are appointed by the Yang di-Pertuan Agong on the prime minister's advice. Since independence in 1957 the prime minister has been from the United Malays National Organisation (UM, NO), the largest component party of the Barisan Nasional or National Front (known as *Perikatan* or Alliance until the 1969 general election). The current and fifth Prime Minister of Malaysia is Dato' Seri Abdullah Ahmad Badawi



Tun Dr. Mahathir bin Mohamad became the fourth Prime Minister of Malaysia on 16 July 1981.

Born on 20 December 1925 in Alor Setar, the capital of the State of Kedah, Tun Dr. Mahathir did his early and secondary education in his home town. In 1947, he gained admission into the King Edward VII College of Medicine in Singapore.

Upon graduation, he joined the Malaysian government service as a Medical Officer. He left in 1957 to set up his own practice in Alor Setar.

Tun Dr. Mahathir has been active in politics since 1945. He has been a member of the United Malays National Organisation (UMNO) since its inception in 1946.

In the 1987 party elections, Tun Dr. Mahathir defeated his challenger to retain the Presidency and in 1990 and 1993, he was again returned unopposed as party President. Under his leadership, the ruling party Barisan Nasional (National Front) won landslide victories in the 1982, 1986, 1990, 1995 and 1999 General Elections.