

Team Alfalah

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تمنا درد دل کی ہو تو کر خدمت فقیروں کی
نہیں ملتا یہ گوہر بادشاہوں کے خزینوں میں



Table of Contents

Editor's Note	Page 3
Islamic Corner	Page 4
Employee Corner	Page 5
Dr. Allama Muhammad Iqbal	Page 7
Life Insurance	Page 8
Business Interruption Insurance	Page 9
Knowledge	Page 10
What Do You Say ?	Page 11
Office 2016	Page 12
Hard Work Vs. Smart Work	Page 14
Hollywood Dialogues	Page 15
Welcome to Earth	Page 16

Editor's *Note*

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“ Observation of politics in the organizations is not uncommon. All organizations have some political side. However, to engage in office politics is a tricky business. It can make or break your future career. Therefore, always be careful while participating in any kind of organizational politics. Here are some helpful tips about organizational politics that can benefit the employees:

Form alliances: Don't try to go alone in the office. Alliances with others will be your key to success.

Negotiate: Do favors for people, but also ask for things in return. Don't be a pushover. Keep track of your political “bank account”—bear in mind that there are deposits and withdrawals.

Be careful: Sometimes forming alliances and doing things for people can backfire. You may find yourself allied with the wrong people. Observe carefully, especially if you're new to the organization. Does your alliance appear to be among the powerful ones? Are these people respected? When they speak in meetings, are they listened to? Do their agendas seem to be pushed through? Do you find yourself doing more favors for the same people all the time, yet strangely they're unavailable when you need something? Make sure you're not taken advantage of.

Be ethical: Be honest. Trust others, but be scrupulously trustworthy yourself. Say what you mean and mean what you say. Don't trade gossip, no matter how tempting it may be. Never undercut your boss in public or private—it will get back to him! Just remember—you won't get ahead by sabotaging your colleagues—instead rise on your own efforts.”

Islamic Corner

قرآنی دعا

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ ۝

رَبِّ اشْرَحْ لِي صَدْرِي ۝ وَيَسِّرْ لِي اَمْرِي ۝ وَاَحْلِلْ عُقْدَةً مِّنْ

لِسَانِي ۝ يَفْقَهُوا قَوْلِي ۝ (سورہ طہ 25to28)

O my Lord! expand me my breast; Ease my task for me, "And remove the impediment from my speech,"So they may understand what I say:

اے میرے پروردگار میرا سینہ میرے لئے کھول دے اور میرے کام کو مجھ پر آسان کر دے۔ اور میری زبان کی گرہ بھی کھول دے۔ تاکہ تمام لوگ میری بات اچھی طرح سمجھ سکیں۔

Employee Corner

Happy Birthday Colleagues

Name	Designation	Location	D.O.B
Aazar Javed	Executive Officer	Head Office	3-Nov
Almas Ali	Officer	Head Office	5-Nov
Sadia Zulfiqar	Senior Officer	Head Office	6-Nov
Iqbal Hassan	Manager	Head Office	9-Nov
Muneer Ahmed	Relationship Manager	Karachi	9-Nov
Adnan Waheed	Chief Finance Officer	Head Office	14-Nov
Syed Ali Raza Bukhari	Senior Officer	Islamabad	14-Nov
Subaika Ashfaq	Officer	Multan	17-Nov
Azhar Ehtesham Ahmed	Executive Director South	Karachi	18-Nov
Sana Aziz	Officer	Faisalabad	18-Nov
Nazim Mohsin Ali	Manager	Karachi	22-Nov
Yasir Ali Zahid	Officer	Head Office	23-Nov
Muhammad Rohail butt	Assistant Relationship Manager	Multan	25-Nov
Syed Aun Abbas	Senior Executive Officer	Multan	27-Nov
Shaheen Hafeez Sumar	General Manager	Karachi	28-Nov
Fakhar Alam	Executive Officer	Head Office	29-Nov



News Corner



We congratulate Mr. Shahid Imran on completing 5 years in Alfalah Insurance Company. He is performing his duties at Multan Branch in finance department as a Senior Executive Officer.



Mr Sajid Hussain has joined Alfalah insurance Reinsurance department in September-2015. He is a graduate having several years of experience in his field at Pakistan General Insurance. We wish him all the best in future.



Mr Syed Sadaf Hussain Asim joined Alfalah Insurance in September 2015. He is currently working in Motor Underwriting department. He holds the degrees of M.A & L.L.B , he has expressed his ambitious future plans by quoting "Innovative startup provides a collaborative workspace and also struggle towards life."

CONGRATULATIONS



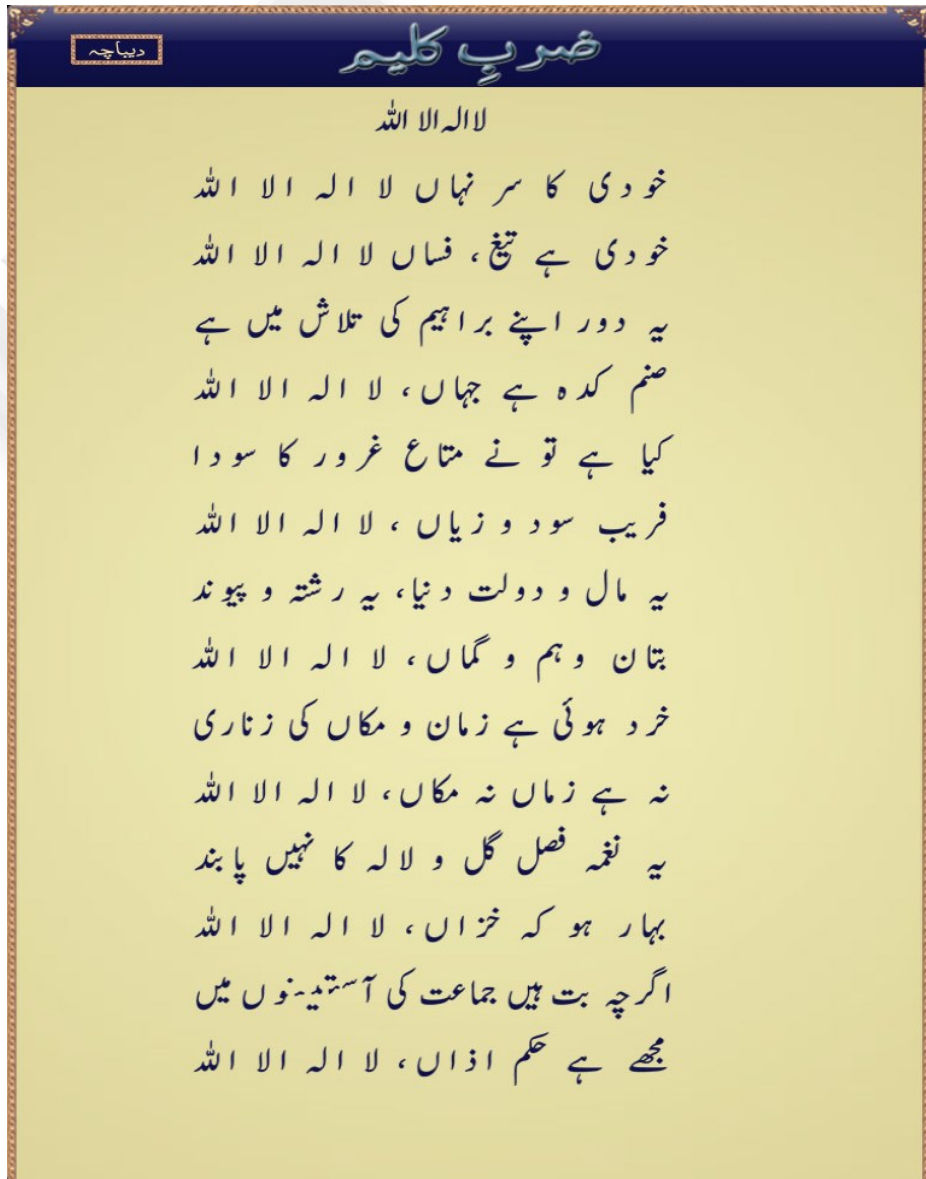
Iqbal - Poet - Philosopher

Iqbal is the best articulated Muslim response to Modernity that the Islamic world has produced in the 20th century. His response has three dimensions:

A creative engagement with the conceptual paradigm of modernism at a sophisticated philosophical level through his prose writings, mainly his *The Reconstruction of Religious Thought in Islam* which present his basic philosophic insights

His Urdu and Persian poetry which is the best embodiment of poetically mediated thought, squarely in the traditional continuity of Islamic literature and perhaps the finest flowering of wisdom poetry, or contemplative poetry or inspired poetry in the modern times.

As a political activist/ social reformer— rising up to his social responsibility, his calling at a critical phase of history.



6 Ways Life Insurance Can Benefit You

When you list the financial assets on your balance sheet, you might think immediately of your house, vehicles, retirement funds or financial investments. Another essential element of your financial planning is your life assurance which benefits you in a way that other don't.

The Added Value of Life Assurance

Beyond the familiar death benefit, life assurance has several valuable advantages that can both expand and protect your financial security. Here are some of the additional opportunities that a life assurance can offer:

1. Access to Cash

Once it accumulates, your life assurance's cash value is accessible through policy loan or withdrawal for family and business opportunities, education funding, retirement income, emergencies, or to pay policy premiums.

2. Asset Protection

Life assurance can offer a financial fall-back when needed and offset the impact of estate taxes upon your death. The death benefit also can provide surviving family members with funds they need to live comfortably and achieve their goals.

3. Consistent, Safe Accumulation

Life assurance cash values are guaranteed, meaning you will always have access to the assets you accumulate.

4. Flexibility with Less Restriction

You can access your accumulated cash value without restrictions that exist on other assets. For example, there are no penalties or required minimum distributions, unlike other tax-favored investments such as IRAs and 401k plans.

5. Long-term Financial Security for You and Your Family

Once you have built cash value over decades, you have multiple options for accessing those funds. You can cash in the policy, convert it to an annuity for guaranteed lifetime income, keep a portion of the death benefit and access some of the cash value, or continue the policy to protect your family and leave a legacy.

6. Coverage

As long as premiums are paid, life assurance provides coverage throughout your life, even if health or personal situations change. And buying a policy at a young age locks in insurability.

With so many unique benefits, life assurance can be a strong addition to your balance sheet and the foundation for your financial security.

*Note: *It may take several years for significant cash value to accumulate, and when you access cash value in the form of policy loans, the death benefit is decreased by the amount of outstanding policy loans.*

Business Interruption Insurance

Most commercial property insurance policies provide coverage for business income loss by adding an endorsement to the insured's property policy. This endorsement is designed to protect the insured for losses of business income it sustains as a result of direct loss, damage, or destruction to insured property by a covered peril. Although many such clauses are in use today, a typical business income insurance clause reads as follows:

We will pay for the **actual loss of business income** you sustain due to the necessary suspension of your "operations" during the **period of "restoration."** The suspension must be caused by the direct physical loss, damage, or destruction to property. The loss or damage must be caused by or result from a covered cause of loss.

In order to better understand business income insurance let's explore the three terms highlighted above:

Actual loss sustained: Business income coverage covers the actual loss sustained by the insured as a result of direct physical loss or damage to the insured's property by a peril not otherwise excluded from the policy.

The insurer is only obligated to pay if the insured actually sustained an interruption of business leading to a business income loss. If the insured does sustain a business income loss, the extent of the insurer's obligation is limited to the dollar amount of loss actually sustained, but not to exceed the applicable policy limit.

Business income: Usually, the carrier is liable for the reduction in net income that results from suspension of operations—whether wholly or partially—due to a physical loss at the insured's premises. This following commonly used definition of business income is intended to clarify what sums can be included when calculating the amount of loss.

"Business income includes the net income (net profit or loss before income taxes) that would have been earned or incurred by the insured and the continuing normal operating expenses incurred, including payroll."

Period of restoration: Insurers are liable for the loss of business income only during the period of restoration, which is often defined as the length of time required to rebuild, repair, or replace the damaged or destroyed property. The period of restoration begins when the physical loss or damage occurs; it ends when the property should, with reasonable speed, be repaired or replaced.

Expiration of the policy does not end the period of restoration. As long as the physical loss occurs during the policy period, the business income coverage will provide coverage for the duration of the period of restoration, even if the policy expires before the period of restoration ends.

The business income endorsement published by the Insurance Service Office (ISO)—as well as some insurer forms—includes a 30-day extended period of restoration beyond the standard period of restoration (the period from the time of loss until the time of repair or replacement).

However, the insured may require more than this 30-day limit. To address this issue, an insured may elect to increase this limit from 30 days to any multiple of 30 days up to 720 days. This is accomplished by purchasing the extended period of indemnity optional endorsement offered through ISO.

In addition to coverage for business income, the business income endorsement of the property policy can provide other coverages, known as "additional coverages." An example of an "additional coverage" is extra expense, which is detailed below.

Extra expense is defined as the necessary expense incurred by the insured during the period of restoration that it would not have been subjected to if there had been no physical loss to real or personal property caused by a covered peril.

Note that when a business income loss occurs, the insured is obligated to take reasonable steps to try to avert or minimize such loss: Any expenses incurred to reduce the loss are covered as part of the business income loss. The insurer will typically limit such expenses to the point that such expenses reduce the business income claim. In other words, the insurer will not pay any part of the expense that is more than the claim itself.

For example, the insurer will reimburse the insured \$100 to reduce the claim by \$200; but the insurer will not reimburse the insured \$100 if the claim is only reduced by \$50. Any additional expenses above this that are incurred to continue the business may be recoverable under an extra expense provision in the insurance policy.

Additionally, the business income endorsement section of property policies can include "extensions of coverage," wherein the insured's policy will insure against business income losses resulting from a variety of causes, including the following. (Note a sublimit typically applies for these optional, additional coverage.)

Knowledge

More often than not when we nurture small children, the concept of sharing is something that is engrained in our everyday teaching. When they grow up, this concept becomes more difficult as in today's world it is said that knowledge is key especially when you work in a competitive environment. Having come out of possibly one of the worst recessions known in living memory, we sometimes feel the competition even in our own teams and that we need to keep our knowledge to ourselves. If we share our knowledge, especially when it is very useful or unique, whilst it doesn't come easy, there are plenty of reasons why you should do it.

If you look at the most successful people in this world you will notice a common thread amongst them. One of these is the enthusiasm to help others. The truth is, the more people you help to get what they want, the more you will get what you want. If you are to become successful you must become a helper and value other people

One thing that can be detrimental to your organisation is a refusal to share knowledge with your team. When you do this and you may have your own reasons, but even if you tell them, your peers would get their own, very different ideas.

A common reason for not sharing is the fear of losing your unique advantage. If you think about it, you will understand that no matter how good you are, if you work for a organisation and act on behalf of a certain team of people – this implies that everything you know or learn must be shared. You are paid for achieving collective results, and if this means teaching others how to do everything you're capable of, then do your best and show them. You are not paid for making life harder for other team members just because you're not feeling like sharing something.

Be open with your team and freely sharing anything you know is one of the major signs of you being comfortable where you are. Being a great team player depends on your ease of participation in every process, including knowledge exchange. In addition to this, shared knowledge ensures your team stays safe should anything unexpected happen to you – even if you're temporarily unavailable, your team members will be quite comfortable covering for you with the information you had previously shared with them.

If you fear losing your role and position within a team, and that if you give away everything you know that your services will no longer be needed as other can do everything themselves, well it has been observed that if you have so much knowledge and you worry about sharing it, you are probably an avid learner. This means it will never become possible for you to give everything away, because you will be learning something new almost every day. If others start doing more based on the knowledge they get from you, this will give you a chance to work on new and perhaps more exciting projects.

If you fear that shared knowledge reduces your chances of being promoted, then it is advised that you never get promoted based on the knowledge you possess, it's always to do with your experience and results, both measuring your ability to apply the knowledge.

An organisation is more successful if its employees learn quicker, implement and commercialise knowledge faster than its competition. An organisation that is unable to continuously develop, share, mobilise, cultivate, put into practice, review, and spread knowledge will not be able to compete effectively. That is why the ability of an organisation to improve existing skills and acquire new ones forms its most tenable competitive advantage, so in the words of **Barney, sharing is caring.**

What do you Say ?



Dear Readers,

You must be aware of this phrase: 'Picture Speaks a Thousand Words'

Editorial Board is introducing an interactive segment of describing a picture. All of you can write appropriate description of the picture and the best description will be published in the next issue. We hope to receive healthy participation.

Regards,

Team Alfalah

MS Office 2016

Microsoft Office 2016 is the new release of Microsoft Office productivity suite, succeeding Office 2013. It was released on 22 September 2015.

Interface:

The user interface design of Office 2016 is relatively unchanged from its predecessor, Office 2013. A few modifications to the layout are made, in order to conform with the design of Microsoft Office Mobile.

What's New and Improved in Office 2016

Feature	Description & Relevant Application
Co – Authoring	In Word & Power Point Work with others simultaneously on a document regardless of the device you're using.
Simplified Sharing	In Word, PowerPoint, and Excel Just click the Share button in the Ribbon for easy sharing right from your Office documents.
Real-Time Typing	In Word As you collaborate with others in a document, see where others are working and view their edits as they happen.
Modern Attachments	In Outlook Attach a document from your recent items and share them from OneDrive with email recipients. Also configure sharing permissions so that all the recipients have access to the attached file without having to leave the app.
Mail Triage	In Outlook The Clutter feature learns how you prioritize your mail and then helps you by putting low priority messages in a separate folder. (while still giving you a daily summary so you don't miss anything)
Improved Version History	In Excel With one simple click, create forecast charts based on historical data and predict future trends. This new capability uses the industry standard Exponential Smoothing (ETS) algorithm to give you reliable forecasting data.
New Chart Types	In Word, PowerPoint, and Excel Visualize financial or hierarchical data, and highlight statistical properties of your data with new chart types: Treemap, Waterfall, Pareto, Histogram, Box and Whisker, and Sunburst.

MS Office 2016

Better Together with Windows 10	<p>In Word, PowerPoint, and Excel</p> <p>Take the Office mobile apps for a spin and find out why they are the perfect option for on-the-go productivity. They help you do great work anywhere, anytime, with documents in full fidelity across all your Windows 10 devices.</p>
Office Themes	<p>In Word, PowerPoint, Outlook, and Excel</p> <p>Pick the Office theme that's right for you. The Dark Gray theme provides a high contrast look and feel that is easy on the eyes. The Colorful theme offers a modern and fresh look. The White theme provides a traditional Office look.</p>
Tell Me	<p>In Word, PowerPoint, Excel, and Outlook</p> <p>Simply type what you want to do in the app using your own words, and then Tell Me will guide through the process as well as offer additional resources.</p>
Smart Lookup	<p>In Word, PowerPoint, Excel, and Outlook</p> <p>Fact-check or explore terms in your documents with Bing-powered Smart Lookup. Simply highlight terms in your document and use this feature to bring in search results from the web right into your reading or authoring environment.</p>
OneDrive Integration	<p>In Word, PowerPoint, Excel, and Outlook</p> <p>Access your Office documents from anywhere and any device by saving them to OneDrive, pick up anywhere you left off, and co-author with others from the comfort of your office or home, or even on the go.</p>
Skype Integration	<p>Use Skype to check in and collaborate with someone using Instant</p> <p>Messaging (IM), voice, video, or screen sharing. Also join online meetings while on the go using the Skype for Business mobile app.</p>
Cross-Platform, Cross-Device	<p>In Word, PowerPoint, Excel, and Outlook</p> <p>Easily switch from one device to the next without missing a beat. View and edit your Office documents across Windows, Android, and Apple devices. Review, edit, analyze, and present with a consistent look and familiar user experience across your devices.</p>

Hard Work Vs. Smart Work

What is SMART WORK?

Working smart is working with a goal in mind, a goal that is meaningful to you.

Working smart also means knowing what points are high priorities and what you can be flexible on, so you can focus on what's important.

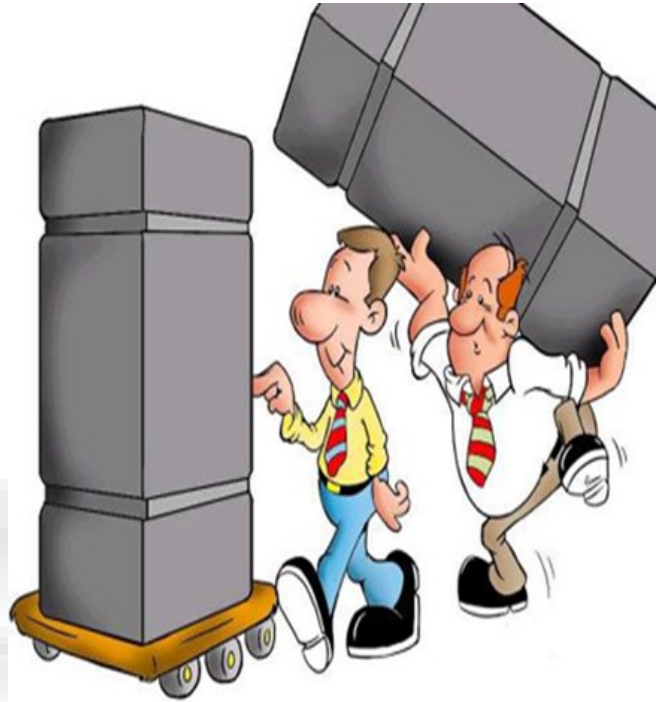
Smart work also refer being creative and looking for other ways to get work done faster.

What is HARD WORK?

Hard work involves commitment, involvement and seriousness.

Working hard also means working honestly.

The harder you work, the luckier you get. The only failure is not trying.



WORK SMART, PLAY HARD:

SMART WORK: Through brain (Accomplishes the same goal as hard work but with less sweat).

HARD WORK: Through physic (Involves a lot of strain and stress).

HARD WORK VS SMART WORK:

Smart working does not mean that you become shirk and start avoiding hard work because again same adage comes

“There is no substitute for hard work”.

Smart work means hard work in right direction.

Smart work is essential to ensure that we are not wasting our time doing something that in the end bring no profit, while hard work teaches that even though how smart we are, how genius we are, how cunning we are:

“Genius is one percent inspiration, ninety nine percent perspiration” (Thomas Edison)

This proves that without hard work, even the smartest way of doing the work cannot help us out.

Source: <https://www.scribd.com/doc/52629551/HARD-WORK-VERSUS-SMART-WORK>

Get Motivated by Hollywood Dialogues

"All that is gold does not glitter,
Not all those who wander are lost;
The old that is strong does not wither,
Deep roots are not reached by the frost.
From the ashes a fire shall be woken,
A light from the shadows shall spring;
Renewed shall be blade that was broken,
The crownless again shall be king."
-Lord of the Rings

The moment we stop fighting for
each other, that's the moment we
lose our humanity.

-2012

Don't ever let somebody tell you
you can't do something, not even
me. Alright? You dream, you
gotta protect it. People can't do
something themselves, they wan-
na tell you you can't do it. If you
want something, go get it. Peri-
od."

- The Pursuit of Happiness

I don't regret the things I've done,
but those I did not do.

-Empire Records

Every man dies, but not every man
really lives.

-Braveheart

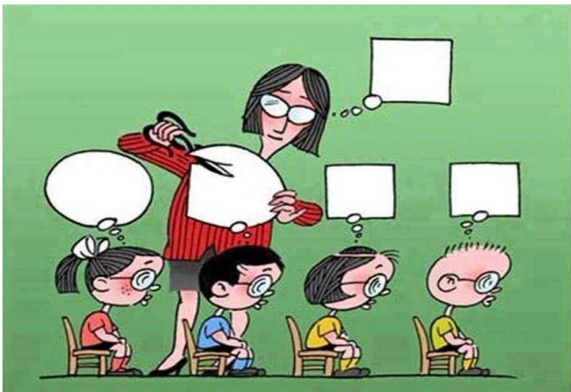
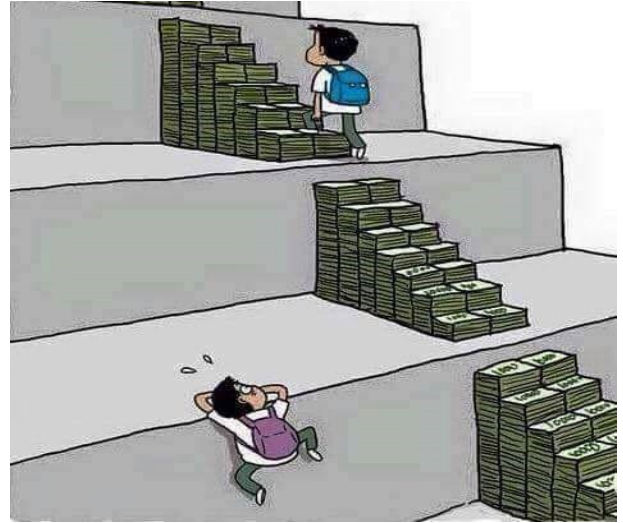
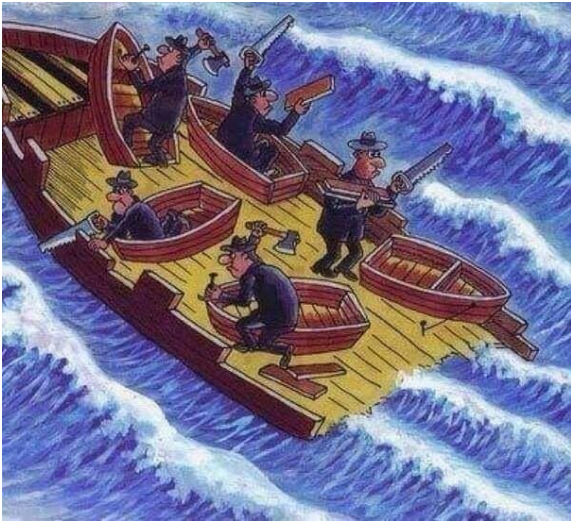
Great men are not born great,
they grow great.

-The Godfather

Courage is not the absence
of fear but rather the
judgment that something is
more important than fear.

-The Princess Diaries

Welcome to Earth



Alfalah Insurance

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in the country

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MOTOR



INDUSTRIAL



PROPERTY



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TRAVEL



ENERGY



HEALTH



CROP