

US

Monthly Newsletter | August , 2020





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Editor's Note...

Hi There! It's me again - Amila!!!

Welcome to the second edition of 'US' 2020. I am excited to share with you this month's achievement. Whilst we all continue to be overcasted with a large sense of uncertainty due to Covid 19, businesses have been operating normally in most sectors.

Firstly, Thank You to Jehan Bastians and Australian Strategic Partners for hosting the launch of the Newsletter. If you missed it, catch a glimpse of it on page 5.

Australian Strategic Partners continued its operations as normal. Visiting clients and building relationships continued keeping in mind social distancing.

Australian Migration Consultants & Australian Property Consultants fought through some difficult times and continue to face challenges due to market conditions. However, our senior team member Diedre Mendis made a huge contribution to the group. Do catch it on page 8.

Additionally Unilever and Up field (Astra) operations under the guidance of Ceilão Logistics Group nearly achieved their monthly target.

Australian Talent Network too achieved a milestone together with the Pureit Service Center team. It is indeed a proud moment for all of us in the Group. The team's dedication and commitment are indeed an inspiration to all of us. Do read about in on page 9.

Happy Reading!!

Amila Gunawardana



FOUNDER'S MESSAGE

Welcome to the second edition of 'US' 2020.

Another month has passed, and all our businesses are working together to keep the ship afloat during these challenging times. I must mention, the teams are working tirelessly, and it is indeed appreciated.

I would like to remind all of you whilst the country struggles to bring back normalcy and embrace that Covid-19 is here to stay, I urge you all not to forget and to adhere to the basic precautions. We all have a family and we are a part of society. It is OUR DUTY to act RESPONSIBLY.

Some insights have been shared in this issue. Please do take the time to read.

As we dive into elections with much hope, we all must work together to look at various opportunities and possibilities.

I know you, as my team will continue to stand together committed and dedicated.



Manjula Kulatunga

LAUNCH OF THE GROUP NEWSLETTER

US



'US' the group newsletter was launched on the 1st of July 2020.

The Newsletter team together with Director Jehan Bastians is seen in the picture commemorating this significant milestone.



L-R –

Amila Gunawardana
Jehan Bastians
Sunil Bastians
Salvius Wodson

Absent–

Achala Abaywickrama
Maheka Rabel

HAPPY BIRTH DAY JULY

D.M.SHANIKA HARSHAMALI

P G R
WIJAYARATHNA

God Bless you.

The Management Team, together with all the employees would like to wish our Founder Manjula Kulatunga a wonderful Birthday!

Despite the lockdown and other challenges, life is full of exciting surprises and opportunities.

We take this opportunity to thank you for the inspiration and touching each of our lives in different ways. Wishing you the best of luck for the coming year and many more years to come. We await the party on your return !!!!

G. G. DHANUSHKA CHATHURANGA

C M HARSHANA KAVINDA

D N LOKUHEERALUGE

NIRMAL RSANGA FERNANDO JONPOLLE

VIRADDANA PATHUM SANJEEWA KUMARA

W A S ALWIS

W A I D WIJESOORIYA

D B LAMBERT

H G S U PUSHPAKUMARA

B.A.KAVINDA DUSHMANTHA
JAYAWEEERA

G VIMALESHWARAN

W R P KUMARA

K THIAGARAJAH

HAPPY BIRTH DAY JULY

B S G SANJEEWA

M H M SHAFI



Our Head of Operations **Rochelle Pietersz** celebrated her birthday too. A talented, hard working lady who deserves nothing but the best in life. Here's wishing you an awesome year ahead from all of us.

Happy Belated Birthday

Sulakshan

N L K S NANAYAKKARA

Sagarika Withanage

D M N H DASANAYAKA

W W W N N FERNANDO

ANURUDDHA W K D

H V P L P PATHIRANA

P G R WIJAYARATHNA

A G P N PIYATHISSA

P MUGUNTHARAJHA

COUNT YOUR LIFE BY SMILES,
NOT TEARS. COUNT YOUR AGE
BY FRIENDS, NOT YEARS.
HAPPY BIRTHDAY!

W G M P UBEWICKRAMA

P D C KAUSHALYA

M D M
JAYAWARDENA

K.SARATH PRASANNA

G THIWAHARAN

A R M INEAS

P.D.Dilshad Priyantha Pathirana

W G R SANJAYA

CONGRATULATIONS!



Commencing his career in Dubai at a young age, due to various circumstances he was forced to move back to SL. This employee with an advantage of multilingualism, was soon employed at Nawaloka hospital.

Wodson joined the group as a coordinating assistant to Lanka Migration Consultants in 2017. His hunger for continuous learning enabled him to soon learn Microsoft office skills .

Forging ahead Wodson soon was very knowledgeable in areas such as basic accounting and banking which allowed him to take on more supporting roles.

Wodson is no stranger to the group. He is an employee with a positive attitude. Continuing to take on more responsibility he transferred to Ceilão Logistics Group in 2018.

Taking over the warehouse management and operations of CLG he has shown enthusiasm, commitment and loyalty.

The group would like to Congratulate him on his Promotion to Operations Manager effective 01st of July 2020.

THANK YOU FOR THE HARD WORK!

DEIDRE MENDIS

Deirdre Mendis, hardworking, loyal employee of Australian Migration Consultants has achieved a milestone in the business operations at AMC.

Her attention to detail, methodical arrangement of documents and error free submission on behalf of client, enabled granting of a 5 year visa **within 24 hours**. It is indeed a very rare occasion.

We take this opportunity to Congratulate and thank her on her outstanding performance



SULAKSHAN KALUARACHCHI

Sulakshan is a young, committed employee of Ceilao Logistics group who 'Never says no'. He is adaptable to any type of urgent requirement and never hesitates to take a responsibility. He successfully completed special tasks given to him during covid-19 pandemic when the country was locked down.

We would like to thank him for his hard work and dedication and congratulate him for his excellent performance. Again we would like to congratulate him for his promotion to Ustore.lk.





THANK YOU FOR THE HARD WORK!

ATN Team

The Group would like to Congratulate and appreciate the AMAZING Job done by the ATN Service team. Covid lockdown in SL took place on the 15th of March bringing all businesses to standstill. However, Pureit Service Operation soon commenced on 22nd April.

Many challenges were faced during curfew in order to bring back normalcy in business operations. Over the following months, due to restricted staff movement, a number of complaints accumulated. By the end of June there was 9122 complaints registered with the ATN Call

Centre team which needed to be actioned. Sarath Our Service Manager of Pureit, together with his amazing team was able to action 9000+ complaints in the month of June.

This has been the highest number of complaints actioned during Pureit Service history. It is indeed a proud moment for all of us. The group would like to thank the team for their dedication and commitment

OFFICE ETIQUETTE

ARE YOU THAT GREAT EMPLOYEE?

- **Etiquette refers to the conventional requirements of social behavior, more simply it means ‘knowing how to act’.**
- **Different situations require different types of etiquette**
- **Office behavior is important if you want to pursue a professional career**



IN AN OFFICE ENVIRONMENT ETIQUETTES ARE FOR;

1. To avoid negative confrontation
2. To communicate effectively with an opposing opinion
3. Avoid workplace tension / conflicts
4. To avoid employee stress
5. To avoid misunderstanding
6. Employee job satisfaction
7. Increase productivity
8. To make the workplace a happy stress free place

GREETINGS & COMMUNICATION AMONG FELLOW MATES

1. Firm Hand shake
2. Appropriate introductions
3. Maintain good eye contact
4. Rise when being introduced to or introducing
5. Respect others and their opinions
6. Be a listener
7. Greet appropriately according to time of day Eg: Good Morning / Good afternoon
8. If have been absent – How have you been
9. If known facts on a previous event – how did it go?
10. Good night / have a good weekend / have a good holiday

SENSORY REMINDERS –

1. Monitor volume of conversations
2. Keep personal Telephone conversations to a minimum
3. Maintain privacy – Keep all office conversations professional
4. Avoid interruptions
5. Use appropriate tone of voice

MAKE A POSITIVE IMPRESSION;

1. Reach the office on time
2. Never take undue advantage of your position
3. Follow the professional Dress Code
4. Be ready to learn, adapt and change
5. Learn to own your mistake
6. Exercise professional maturity by showing good judgement and build good relationship
7. Respect your fellow workers and their experience and expertise
8. Do not laugh at other's weakness
9. Respond attentively to co-workers, supervisors and clients
10. Proper posture is important

5 WORST BREACHES OF OFFICE ETIQUETTE

1. Eating someone else's food
2. Bad hygiene
3. Bad Habits
4. Using Bad language
5. Wasting paper

-BY ROCHELLE PIETERSZ

Procedures for PREVENTING Covid-19

Self-quarantine is recommended for individuals who have been directly exposed to the new Coronavirus or have history of travel in infected or heavily populated areas.

Why COVID - 19 is Spreading Fast?

3 Major Reasons



They are my colleagues
So I can speak without Mask



They are my close friends
So I can speak without Mask

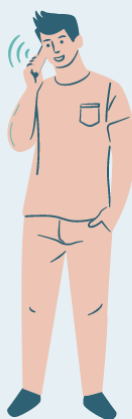


They are my relations
So I can speak without Mask

Don't Do Above 3 Mistakes
Wear your mask properly always
Save yourself & Society

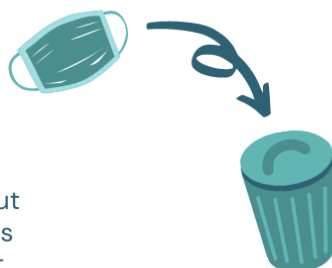
Call your doctor or hospital before visiting.

If you need to seek medical attention whether for viral symptoms or other medical care reasons, contact your doctor or hospital ahead of time so they can prepare and take precautions for your arrival.



If you wear a mask

Dispose the used mask properly to a dustbin, without contaminating water sources or polluting the environment.



Stay at home.

Limit all your non-essential travels.

Unless you're going out for work, food, medicines or other essentials.



Wash your hands.

Practice good hand hygiene by washing your hands with soap and water or using alcohol or hand sanitizer.



Practice social distancing.

If you need to go out, maintain at least 2 meters (6 feet) distance from others.



Cover your face

If you are coughing or sneezing cover your face with your elbow or a hankerchief.



*MAYBE IT'S
NOT ABOUT
THE HAPPY
ENDING*

maybe it's about
the story



DISCOUNTED OFFERS

Exclusively for

US



**FREE
DELIVERY
ISLAND WIDE**

**FOR PURCHASES
ABOVE 2000 LKR**

PRODUCT DESCRIPTION	MRP/Unit	Staff Px/Unit
Axe Dark Temptation Shower Gel 250ml	860.00	791.20
Ayush Anti Pimple Turmeric Face Wash 50g	250.00	208.33
Bru Coffee Premix 850g	1,350.00	930.00
Clear Complete Soft Care Shampoo 180ml	310.00	278.03
Closeup Coconut & Charcoal Gel Toothpaste 120g	200.00	181.82
Comfort After Wash Lily Fresh Fabric Conditioner 860 ml	680.00	575.73
Domex Ultra Thick Bleach Toilet Cleaner Pink 500ml	280.00	260.40
Dove Daily Shine Conditioner / Shampoo 180ml	300.00	250.00
Fair & Lovely Fairness Clean up Face Wash 50g	200.00	166.67
Horlicks Malt Based Food Drink 400g	425.00	399.06
Knorr Chicken Seasoning Powder 500g	527.50	500.05
Knorr Professional Crispy Coating Mix 1kg	2,760.00	2,222.22
Laojee Black Tea 400g	440.00	400.00
Lifebuoy Hand Sanitizer 100ml	350.00	305.68
Lifebuoy Hand wash Total 200ml	225.00	201.79
Lipton Ceylonta 500g	620.00	563.64
Lux Botanical Honey & Lotus Body Wash 240ml	400.00	335.18
Marmite Large 210g	570.00	532.71
Pears Sleeping Beauty Cologne 100ml	265.00	231.44
Ponds Light Moisturizer 75ml	400.00	333.33
Rexona Ice Cool Deodorant 50ml	425.00	355.95
St.Ives Gentle Smoothing Oatmeal Scrub and Mask 170g	1,050.00	976.50
Sunlight Care Detergent Powder 1kg	220.00	200.00
Sunsilk Soft & Smooth Shampoo 180ml	240.00	215.25
Surf Excel Matic Top Load Washing Powder 1kg	360.00	327.27
Tresemme Keratin Smooth Shampoo 185ml	650.00	541.67
Vim Anti Smell Dishwash Liquid 500ml	230.00	209.09
Viva Malted Food Drink Carton 800g	620.00	582.16

**E MAIL your orders to: info@clg.lk
For Special Price List: [0704505050](tel:0704505050)**





"People who are crazy enough to
think they can change the world,
are the ones who do."

- Rob Siltanen

CEILAO LOGISTICS GROUP

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