

Book Review 'Secretary & Secretarial: Project and Professionalism' (Malay Version)

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Book Review

Written by Rahmat Ismail, this book discusses the role and responsibilities of a professional secretary who certainly has the desire and the desire to demonstrate competence, confidence, style appropriate and commensurate with the duties and responsibilities assigned. Secretary professional charisma needed to protect you to gain the confidence of the boss and others. Thus this book also highlights some aspects of the job as a secretary as the science of leadership and followership, excellent time management techniques, tips excellent communication, professional appearance and self-development and career. In general, this book is very useful to those who do the work includes secretarial secretary to the CEO, to a secretarial assistant private secretary, private secretary, secretarial work and those who have to do with secretarial work.

Secretary is a professional person. As a professional, secretary certainly has the desire and the desire to demonstrate competence, confidence, style appropriate and commensurate with the duties and responsibilities assigned. Most secretaries know what they do and work hard to improve their professionalism. But there is also the secretary to assume this task as a springboard to achieve the ambitions of each. Whatever the nature of your career, this book attempts to clarify and help you understand and appreciate about your duties and responsibilities after becoming secretary. Secretary of the professional does not matter who their bosses either male or female. They should adapt their boss.

Today's office environment has changed rapidly in line with changes in information technology that now has profound secretarial work. The secretary must always be sensitive to current changes and are not allergic to these technologies. As an office manager, a secretary is not only responsible for the instruction of his boss only even necessarily have the skills to take care of her boss's office with distinction for efficient office management which will symbolize the identity of his boss. To add professional competence, a secretary should have specific skills to ensure excellence in managing their organization's office. Therefore this book is dedicated to those who do secretarial work which includes the secretary to the CEO, to a secretarial assistant

private secretary, private secretary, secretarial work and those who have to do with secretarial work. This book was written based on the author's experience over 12 years in University Putra Malaysia that most of the time he connect directly to the secretary of the division heads in managing the program. In addition, discussions with fellow secretary of the training conducted by the author at various levels of government and the private sector throughout the country and at the international level also helped in the writing of this book.

Whether you are an experienced or a secretary who will face a new organization or a new boss or you are a newly appointed secretary, you need to understand some basic principles in secretarial. The basic principles of this are the question of what to do, how to do it and how you will connect with other members in the organization. If you do not have a proper foundation, you will face many problems in the future. In today's global world, advanced technology plays a vital role in the smooth running of an organization but human operators still have the same feeling that they are unique and need to be addressed separately rather than stereotypes. This requires high skills among secretaries in the face of the tastes of all.

A secretary is a manager and a challenge to every manager is to improve the performance of self, groups and organizations. Improvement starts with the individual and it is directly dependent on the individual's own commitment. The commitment will arise if they are highly motivated and motivation can be achieved through proper guidance and constant encouragement. As a secretary, a basic knowledge of management skills necessary to enable the personnel function effectively implemented. Increased knowledge will also lead to improved self-image, integrity and self-acceptance in the team and the organization. Teamwork is an ongoing situation in which the team members live and work together to use existing resources to achieve department goals and objectives of the organization are loved. Increased productivity and quality often associated with a harmonious team work between leaders and followers.