



G.M.'s Message

Welcome to the 34th issue of AREC's quarterly newsletter, the best source to keep in touch with the news of AREC's family. We would like to welcome our new staff members on board and thank all for your efforts and commitment. Hope you enjoy this edition, and as always, we welcome your feedback, suggestions to improve the design and content or queries on any aspect of the newsletter.

Wishing you a happy reading

Thank you and best regards

Rawaf I. Bourisli
General Manager



Inside ...



Operations News



Investcorp



CPVEN



Parsons



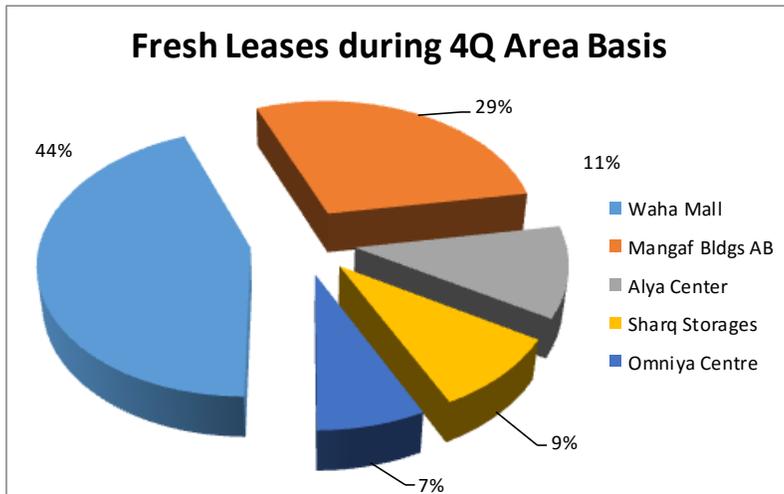
Bank of China & Kerui



Operational News 4th Quarter of 2017

By: Joe Weberhofer, Operations & Marketing Manager

During the 4th Quarter of 2017, the most active property in terms of fresh leases from an area basis was Waha Mall, representing 44% of all fresh leases, followed in second position by Mangaf Bldgs. AB with 28% which was followed by Alya Center with 11% of all fresh leases;

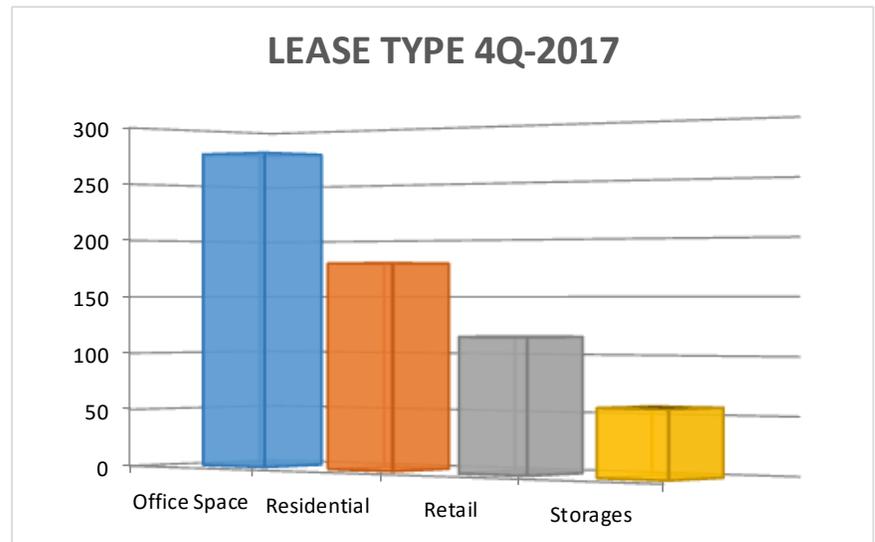


| Property | Percentage |
|------------------------|------------|
| Waha Mall | 44 % |
| Mangaf Buildings A & B | 28 % |
| Alya Center | 11 % |
| Sharq Storages | 9 % |
| Omniya Centre | 7 % |





| From an Area (m2) basis | Percentage |
|-------------------------|------------|
| Type of lease | % |
| Office Space | 44 % |
| Residential | 28.4 % |
| Retail space | 18.4 % |
| Storages | 9.2 % |



From a Leasing Type perspective, the most active sector was the Office Space segment, representing 44% of all fresh leases with 277m2 added to the net leased area, followed by the Residential Segment representing 28% of all fresh leases with 179 m2 added to the net leased area, followed by the Retail Segment standing at 18% of all fresh leases adding 116 m2 of net leased area and lastly it was the Storages Segment at 9% with 58 m2 of fresh leases added to the net leased area.



But more significant, is to analyze the property performance on a monetary basis, whereby we can see that the most active property in terms of fresh leasing was Alya Center whereby for every 100 KD that was added to the revenues stream Alya Center contributed with 43.7 KD, followed by Waha Mall contributing with 30.2 KD and Mangaf Bldgs AB contributing with 11.9 KD.



Delegates of Investcorp visited AGH offices



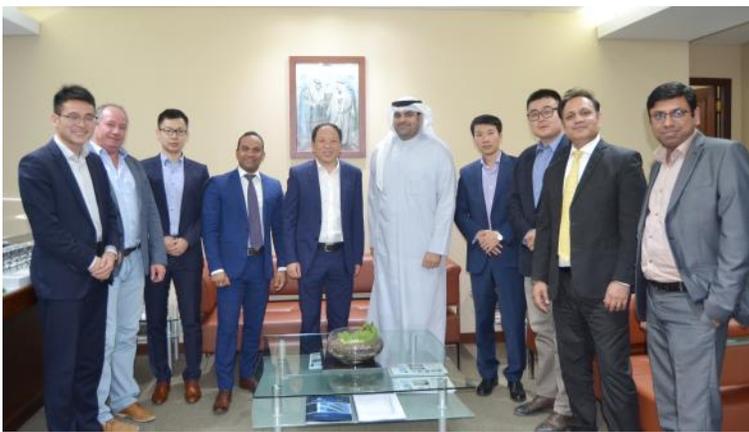
INVESTCORP is a world-leading manager of alternative investments for select individuals and institutions. Founded in 1982, and has built a global reputation for superior performance, innovation and client service.

Investcorp has earned distinction through reliability, transparency, business judgment, value creation, innovation and superior results. It combines the growth dynamics of Gulf capital and the alternative investment industry with international management discipline. As one of the largest and most diverse alternative investment managers – in terms of both product and geography – we are uniquely placed to offer our clients a range of attractive investment products. At Investcorp, we pride ourselves on the long-term relationships we have built with our clients, based on mutual trust, respect and delivery. Our dedicated client service team acts as a trusted and informed advisor to clients. Has branch offices in New York, London, Bahrain, Abu Dhabi, Doha, Riyadh and Singapore.

AGH is a shareholder and invest in most of the alternative investments offered by the investment house (such as private equity, real estate and hedge funds). AGH's vice Chairman is a member of Investcorp's strategic partner's Group. Investcorp continues to become of the most respected investment banks both regionally and internationally.



Delegates of Bank of China & Kerui visited AGH offices



ACB in joint venture with PARSONS has signed a contract with Public Authority for Housing Welfare, Kuwait. Contract No. 1324, for providing Consultancy services for the Management and Supervision works of Main Roads works and Infrastructure services Grids in South Al Mutlaa Housing Project

PARSONS

Who is PARSONS

Parsons is an international Consultants –who delivers innovative solutions around the globe that make the world safer, healthier, and more connected. Founded in 1944, Parsons Corporation, an engineering, construction, technical, and professional services firm, is a leader in diverse markets, focusing on infrastructure, defense, security, and construction. Which delivers design/design-build, program /construction management, and other professional services packaged in innovative alternative delivery methods to federal, regional, and local government agencies as well as to private industrial customers worldwide.



Parsons PLUS

Simply stated, the Parsons PLUS concept represents the value we add to our services—it's the value we bring to customers and our commitment to deliver innovative and effective solutions to the toughest challenges. It's our knowledge, our expertise, and our resources. It's our people, our processes, and our technologies. It's our history, our culture, our core values, and our future. It's the extra that Parsons brings to every assignment.





CPVEN Annual Meeting was held at AGH offices, discussed the current status of the company and its overall progress and pipeline projects, and other strategic topics

Lausanne Travel & Tourism

Lausanne Travel and Tourism Company; was established in 1993 and has specialized in business travel since then and is one of the leading Travels in Kuwait, with highly motivated and creative management team & staff, providing comprehensive services for groups and individuals from and to the country. Located on the Ground Floor of Al Dawliah Complex, in the heart of Kuwait City, State of Kuwait, our offices are open from 9 AM till 7 PM 6 days a week; you can freely call our agents 24/7 for urgent requests or emergency.



Lausanne Travel and Tourism Company; philosophy is to provide personalized, localized service to corporate travelers, while managing the overall corporate travel program for our clients; We review travel policies, collect timely and accurate data and effectively utilize travel management data to offer savings opportunities. Lausanne Travel & Tourism is characterized by implementing a luxurious series of travel packages and tourism services that are truly considered unique, distinguished, and worth experiencing. Our specialized departments offer a diversity of services.

Every department works independently to provide the best service to our customers, targeting their friendship and a long lasting relationship. All services and departments are located at our office, starting with the Management and Administrative Department, Operational Department, Reservation Department, Product Development, Sales & Marketing, Inbound, Outbound & Ticketing Departments, giving us a competitive advantage by being all under one roof. It is satisfying to know that we are able to help our clients and enable them to connect to the world affordably and comfortably. We are also committed to offering significant savings on worldwide travel and we do so by delivering access to all corners of the world in peerless comfort and style, with value and expertise





New Appointments

On behalf of the group we welcome you, hope you will have an excellent time working with us. Welcome aboard...!



Qutaibah Jasem M. Al-yaseen, has joined “Action Real Estate Company” on 1st October 2017 as Assistant Operations Manager Leasing & Marketing, has completed Bachelor of Business Administration – (Marketing), from the Arab Open University – Kuwait in 2016.

He shall be responsible for effectively computing, classifying and recording numerical data to keep financial records complete while assisting with the leasing, marketing and resident relations. Shall perform any combination of routine calculating, posting and verifying duties to make payments to vendors, process resident rental payments and obtain primary financial data for use in maintaining property accounting records. Shows and lease apartments, town homes, or condominiums to prospective residents and supports property's marketing plan.

Before joining he has worked with, Talal Alganim group, Assistant G.M- Sales and Marketing- Ajwan Gulf Real Estate Co.(Al Nukhba Real-estate)- Sales and Marketing director for Sabah al ahmad al sabah sea city (Al Khairan), Iskan Finance, Commercial Bank of Kuwait, National Bank of Kuwait.



Mr. Zainuddin, has joined “Action Drilling Company” on 26th November 2017 as Finance Manager, He is a Finance Professional and Associate Member of “The Institute of Chartered Accountants of India”. Has completed Bachelor of Commerce from University of Gujarat.

He has 11 years of experience in this field, has the ability to create innovative approaches to problems, has versatile knowledge of Finance principles and practices like providing and interpreting financial information, monitoring and interpreting cash flows and predicting future trends, analyzing change and advising accordingly, formulating strategic and long-term business plans, researching and reporting on factors influencing business performance, analyzing competitors and market trends, developing financial management mechanisms that minimizes financial risk, conducting reviews and evaluations for cost-reduction opportunities, managing whole company's financial accounting, monitoring and reporting systems, liaising with Auditors to ensure annual monitoring is carried out, developing external relationships with appropriate contacts, i.e., Auditors, Solicitors, Bankers and Statutory organizations such as the Inland Revenue, producing accurate financial reports to specific deadlines, managing budgets, arranging new sources of finance for a company's debt facilities, supervising staff, keeping abreast of changes in financial regulations and legislation.

Prior to joining Action Drilling he has worked at Hadi Clinic and Landmark Group and other Audit firms in Kuwait & India



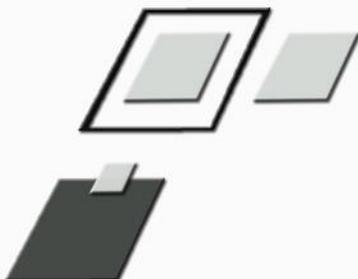
Vikas Arora

Mr. Vikas Arora, joined AGH as Chief Financial Officer, in May 2016, he has completed B. Com, from Kanpur University, & Chartered Accountancy, from Institute of Chartered Accountants of India,

As a chief financial officer he is accountable for the administrative, financial, and risk management operations of the group, which includes the development of a financial and operational strategy, metrics tied to that strategy, and the ongoing development and monitoring of control systems designed to preserve company assets and report accurate financial results.

Financial Planning and Strategy, Managing Profitability, Strategic Planning, Vision, Quality Management, Promoting Process Improvement, Forecasting, Corporate Finance, Developing Budgets, Financial Skills, Dealing with Complexity

India, before joining AGH he has worked in multi national organizations, has over 20 years of working experience as a senior finance professional, in Kuwait and India, in this field has the ability to create innovative approaches to problems. Has worked for M.H. Al Shaya Group of companies for the last 10 years, leading their Group Finance function, wherein he has been part of the financial and strategic planning for the rapid expansion of their retail business to over 3,000 stores, across 17 countries (in Middle East, Russia, Turkey, Poland, U.K, Egypt, Morocco, etc.,) . Besides retail, Vikas has been part of other strategic and financing initiatives, for the expansion of hotels businesses (with Sheraton, Four Points and Four Seasons partnerships), Mall developments (The Avenues, the largest shopping mall of Kuwait) and most recently, the ongoing major expansion of The Avenues into Kingdom of Saudi Arabia. His experience cuts across different streams of corporate finance, including business valuations and negotiations, accounting and consolidations, international tax, treasury and investments, and he is known for his leadership skills, developing and motivating internal pools of talent within the companies he has worked for.





Article By Eng. Rawaf I. Bourisli — 4 Ways How to use your time

Well, it's a simple fix — all you need to do is eliminate four bad time management habits and stop wasting time today.

1. Stop random email checks

Popping in and out of your inbox creates a “start-stop-start” pattern of work activity. Your wasted time quickly adds up when you consider the time it takes to refocus after each stop. A dozen email trips each day can cost you one completed product each week. Unless you are expecting an important task-related message, **each day you should schedule the 3 specific time slots for checking email:** mid-morning, after lunch, and mid-afternoon. For that matter, the same goes for your voicemail, text messages and other smartphone-related activities. Reduce these harmful interruptions by sticking to a set schedule.

2. Quit “winging-it”

Quick story alert: There was a time in my life when I would get lost while driving. A lot for a while I thought I was a hopelessly directionally-challenged individual. But then it finally dawned on me that I was usually just “winging it”. I was setting off without a plan or direction. Most people start their days without a roadmap and end up aimlessly wandering around what's important, wasting time along the way. Sadly, those who choose to skip planning mistakenly believe they are saving time, a folly obvious to your boss, co-workers, and clients. Honestly, **5 minutes is all you need to establish a short list of tasks, create a daily schedule, and prioritize your activities in the order of importance.** By creating a plan each morning you'll have much more success in follow-through on what matters most.

3. Don't be an interruption magnet

Let's face it, some people are more open to distractions than others. Do you find yourself beginning work on a priority task only to be interrupted by a passing co-worker? It's possible that you are inviting distraction into your world like a magnet. The good news is you're not alone. This is a common form of procrastination, not following through on your priorities, and time being wasted. Fix it by learning to close your door, both physically and figuratively:-

- Each day, choose two separate “task hours” where you can close your office door.
- Identify important tasks where undivided attention is a priority.
- Communicate your limited availability to your co-workers by email or sign on the door; specify options for reaching you with urgent matters during this time.

Silence your cellphone – shut off your ringer and create a custom voicemail greeting that details your availability.

- Close your email client to avoid the temptation to check-in.
- Unplug from the Internet — shutting down any potential distractions.

Once you've found success, try adding a third task hour to your routine.

Learning the self-discipline to stay on task doesn't always come naturally. But remember — when you prioritize a task as highly important, you're giving yourself permission to shut yourself off from interruptions.

4. End your silent procrastination

Procrastination is usually easy to spot, especially when you're playing solitaire, scrolling Facebook or gazing out the office window. But there's another type of procrastination that involves “busywork” — working on non-essential tasks. I call it the “silent killer” because you may not even realize you're doing anything wrong. Any time you spend on less important activities is a step backward, especially when time-sensitive priority tasks and goals are concerned.

Stop this time-wasting sinkhole by giving your priorities some teeth:

- Don't just take time to put your task list in order — understand why it is important to you and your goals, this makes easier to stay disciplined and follow through, a reliable time management practice consists of scheduling your tasks in fixed time segments, or boxes, with specific start and finish times.
- When you tell yourself what you should be doing and when, it reduces the intimidation factor of having large projects and open spaces of time. Create task reminders using your day planner, Outlook, or by simply setting an egg timer and working until it rings.

Structuring your task time works because it provides an appealing set of instructions in your mind about when to start and when to stop.



The alarm goes off late. Your forehead is pounding, and your body feels like a semi-truck has hit it. Your computer crashes and destroys your assignment hours before the deadline. Your supervisor has taken micromanagement to the next level. You have to work through lunch, and it's not even the afternoon yet.

Everyone has one of those days. You may feel like it's your fault, but it's not. Most of the time, these stressful situations are outside of your control, but you can monitor, accept and reset your reactions. To get started, try these five tips for how to handle a bad work day.

1. Eliminate work-related stress

To cut off the stress, ask yourself questions: What's important? What's not important? Start with the simplest tasks to get your confidence back and get into a groove of productivity. Then, create new deadlines that are realistic for you to accomplish, and if you're stretching yourself too thin, consider talking to management about reducing your workload.

2. Communicate with your boss

Your boss might carry the most pressure of all and sometimes, let that stress trickle down the work pipe to employees. Your boss' lousy day could be every day, or maybe your communication styles clash to the detriment of your work relationship. To improve your relationship with your supervisor, try to communicate through their communication style. Here are four types:

- *Analytical* -- This communication style prefers real numbers and hard data. You should avoid vague language and be specific when talking to this person.
- *Intuitive* -- This communication style focuses on the big picture and tends to avoid getting caught up in the details. They already know the answer and want to hear it. Cut to the chase. Give a more generalized overview of the situation and end on a solid conclusion.
- *Functional* -- This communication style likes detail, timelines, outlines, processes and well-structured plans. They don't want to miss out on any steps, so make sure you're clear and concise.
- *Personal* -- This communication style values connection and emotional languages over "cold" communication that's focused on data. They like going deep and finding the cause and are likely to enjoy getting to know their colleagues on a deeper level.

Train yourself to speak in your boss' communication style. Don't change your personality and style entirely because your style gives you unique strengths, but talking in another communication style is like perfecting a second language and comes in handy stay cordial, punctual and keep verbal communication brief and professional. Email may be best if you have to update them.

3. Avoid co-worker politics

Co-worker drama and office politics also affect your productivity. When drama takes its toll, it may be time to contact your company's human resources team about your concerns and how it's affecting your ability to do your job.

Otherwise, do your best to stay out of it because you're not in high school anymore, even though your co-workers didn't get that memo. If they do try to drag you into their drama, don't let them. If you feel tempted, keep these tips in mind:

- Don't vent while at work.
 - When you feel frustrated, wait to reply. Don't get passive-aggressive.
 - If you think they will be open to it, try to talk to your co-worker about how their negative behavior affects your job.
 - Cut gossip out at the root. Say, "Sorry, I can't help you with that." Declare you're on a deadline and get back to it.
- Keeping out of co-worker drama also lets you focus on doing your job, which makes you look good.

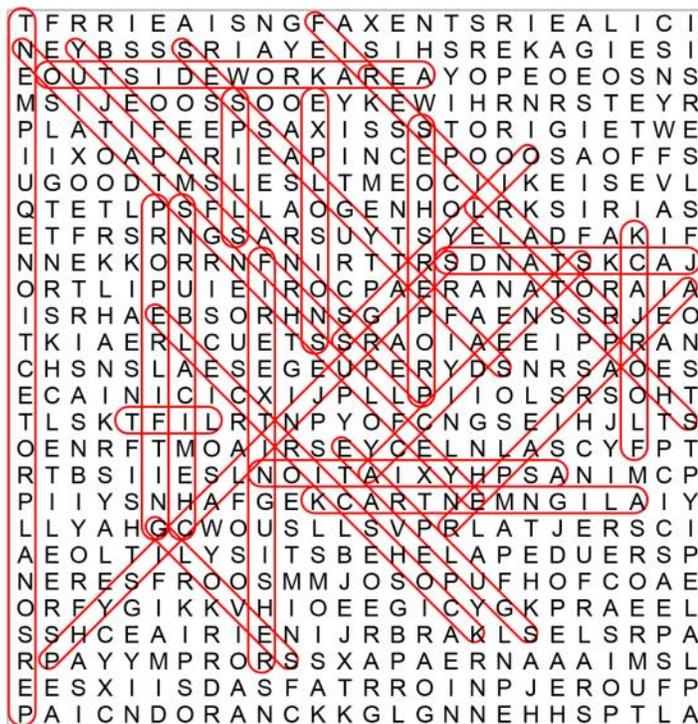
4. Take care of personal troubles

Work-life balance is all about being able to keep your professional and personal lives separate, right? Not exactly. Lousy news easily upsets the balance, and it's hard to stay focused when it feels like everything's been turned upside down.

Ask yourself if you can press on with your duties or if you need a day to reset. You don't have to spill all the beans to your boss or human resources team, but ask if you can shift some of your duties or take a half day because of the bad news you've received.



Answers of previous issue



الهيئة السعودية للمدن الصناعية ومناطق التقنية Saudi Industrial Property Authority



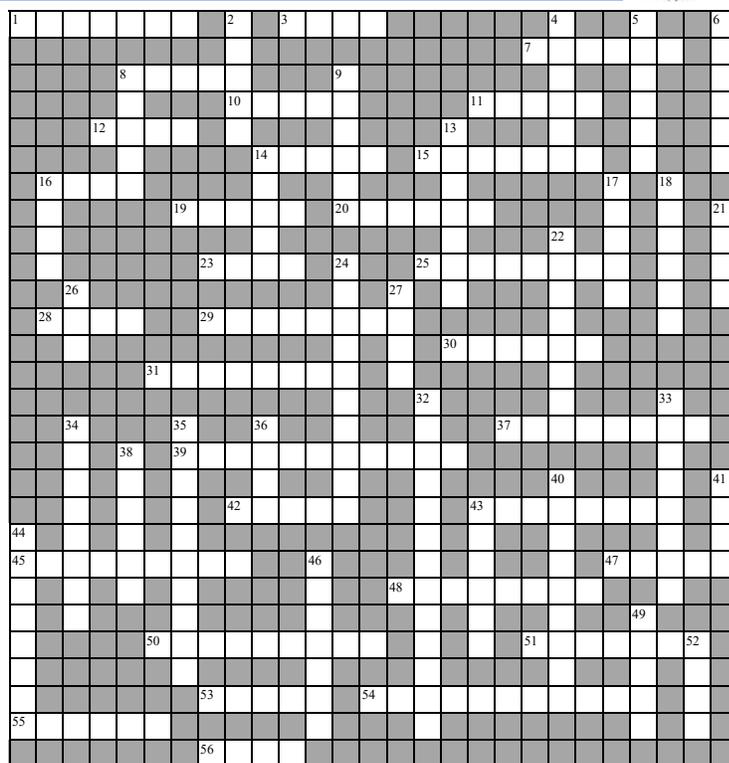
Mr. Saad al Saheli in Kingdom of Saudi Arabia along with Engr. Khalid Al Salem, Director General of Saudi Industrial Property Authority “MODON” which was established, to develop and operate the industrial cities and technology zones in partnership with the private sector, enabling to provide integrated services that meet the needs of investors, contribute to community development, and preserve the environment and he is also the President of the National Industrial Clusters Development Program (NICDP).



Puzzle



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 E E S X I I S D A S F A T R R O I N P J E R O U F P
 P A I C N D O R A N C K K G L G N N E H H S P T L A



WORD SEARCH — Safety

Fires
 Explosions
 Asphyxiation
 Chemical burns
 Electric shock
 Physical injuries
 Accidents
 Oily rags
 Safety Glasses
 Respirator
 Gloves
 Proper shoes
 Personal protection equipment
 Earplugs
 Proper lifting
 Shop stall
 Lift
 Alignment rack
 Outside work area
 Repair area
 Fire extinguisher
 Eye flushing station
 Spills
 Floor jack
 Jack stands
 Personal safety

Crossword — workplace

Across

1. Cul-de-sac
3. Autumn
7. Place a bet
8. Feel
10. Wide awake
11. Deadly
12. Rear
14. Nuns attire
15. Safety ____
16. Provide what is necessary
19. Use your brain
20. Touchback
23. Everyone has one
25. Collectors pulling together
28. Sage
29. Careful
30. Well being
31. Do over and over
37. Step support
39. Safety award
42. Spotless
43. Mishap
45. An urgent need
47. Slips, __, and falls
48. Frame of mind
50. Site
51. Ten digits
53. Assigned to protect
54. Central region safety rep
55. Save
56. Ache

Down

2. 20 minutes
4. Harm
5. Hand warmers
6. "Boo boo"
8. Japanese electronics company
9. A way to get to the next floor
13. Disarray
14. You're in good ____ with all state
16. firefighter
17. "____ Business" tom cruise movie
18. Bad luck to walk under
21. 911
22. Answer
24. Contraceptive device
26. Repair
27. Fed. Workplace safety agcy.
32. Warning alarm
33. Emergency care
34. Boots, tennis shoes, loafers, etc.
35. Act of hindering
36. Soccer score
38. Odds
40. Practice to put out the flames
41. Looks at
43. Movement
44. Conduct
46. Dangers
49. Acquire knowledge
52. "Halt, don't go there!"



| Annual Calendar 2018 | | | | | | | | | | | | |
|----------------------|----|----|----|----|------------|-----|-----|-------------------|-----|-------------|-------------|--|
| Date | | | | | Month | | | | | | | |
| | | | | | Jan Oct | May | Aug | Feb Mar Nov | Jun | Sept Dec | Apr July | |
| 1 | 8 | 15 | 22 | 29 | M | T | W | T | F | S | S | |
| 2 | 9 | 16 | 23 | 30 | T | W | T | F | S | S | M | |
| 3 | 10 | 17 | 24 | 31 | W | T | F | S | S | M | T | |
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| 5 | 12 | 19 | 26 | | F | S | S | M | T | W | T | |
| 6 | 13 | 20 | 27 | | S | S | M | T | W | T | F | |
| 7 | 14 | 21 | 28 | | S | M | T | W | T | F | S | |



AREC, AGH & its subsidiaries celebrated New Year 2018



Action Real Estate Co. K.S.C.C.

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