

RESUME

SANAL.B.P

Bhavanam Parambil House
Punnakkad, Karuvarakundu P.O
Malappuram Kerala – 676523
Ph: +91 9544666559
Mail: sanalmanazhi@gmail.com



OBJECTIVE:

To work in a professionally competent environment that will leverage my past experience and help contribute to the accomplishment of practices, objectives and growth of the organization.

ACADEMIC PROFILE:

- **MBA in Finance Management and Human Resource Management** from Monti International Institute Of Management Studies Affiliated by University of Calicut, Perinthalmanna (2015-2017)
 - **BBA in Finance** from P.T.M .Government college Affiliated by University of Calicut, Perinthalmanna (2011-2014)
 - **Higher Secondary Education** in Commerce from GHSS Karuvarakundu, (2009-2011)
 - **SSLC** from DNHS karuvarakundu (2009)
-

CAREER SUMMARY:

- **3 years of experience** as an **Associate Business Consultant** in **GP NP Prospero Corporate Strategic Business Consultancy**. Manjeri Branch from 04/01/2018 to 25/01/2021.
-

ROLES AND RESPONSIBILITIES HANDLED:

LEGAL

- Coordinate for company registration process (Partnership and LLP)
- Agreement preparation
- GST registration
- FOSCOS registration
- Labour registration

HR AND ADMINISTRATION

- Co-ordinate HR works for clients and guide, develop HR department activity
- Conduct internal diagnostic study & problem solving
- Execute change management

- Responsible for smooth operation of in-house training.
- Team building & individual counseling
- Labour registration
- Payroll posting.
- Recruitment.
- Organize and co-ordinate interview schedule
- Conduct Orientation classes.
- Daily attendance monitoring and linking Biometrics data of employees.
- Performance appraisal and evaluation
- Exit interview
- Execution of HR POLICY and follow up
- Execution of SOP and follow up
- Updating leave and application records of employees.
- Filing, maintaining & updating all existing & non-existing employees' records.

FINANCE & ACCOUNTS

- GST registration and cancellation
- GST return filing GSTR 1 & 3B
- Internal auditing
- Financial SOP preparation and execution
- Debtors reconciliation & credit management

MARKETING MANAGEMENT

- Strategic planning and execution
- Market study and visit
- Branding activities planning and execution
- Digital marketing activities execution
- Business development activities
- Marketing team building and follow up
- Target fixing & execution
- Reward management
- CRM activities and follow up

SOFTWARE SKILLS AND CERTIFICATION

- Trainees associate (RASCI-Retailers Association Skill Council of India) certified
 - ERP-9 Tally certified
 - Windows and MS office certified
-

PERSONAL STRENGTHS:

- Comprehensive Problem solving abilities
 - Ability to deal with people diplomatically
 - Willingness to learn
 - Team Facilitator
 - Excellent communication.
 - Able to handle dealers/ customers and client
-

HOBBIES:

- Interested to Listening music and singing (singer and manager of Nadham Ganamela troop Karuvarakundu)
 - Travelling and Driving
-

PASSPORT DETAILS

Passport Number : P0352184

Date of issue : 24/05/2016

Date of expiry : 23/05/2026

Nationality : Indian

PERSONAL DETAILS:

DOB : 06/05/1993

Gender : Male

Marital status : Married

Father Name : Velayudhan.B.P

Mother Name : Saraswathi. K.P

Languages known : Malayalam, English, Tamil

REFERENCES:

- Mr. Muhammad Muhsin, Admin and HR Head, GP NP Prospero Corporate Strategic consultancy Manjeri.

Mob 9048511678

- Dr.Lalappan Karippaparambil Managing Director of Carmel Dental Care Manjeri

Mob 9447167552

DECLARATION:

I hereby declare that all information given above is true, complete and correct to the best of my knowledge and belief.

Place: Karuvarakundu

Sanal BP

Date:





**INDIAN UNION
KERALA STATE
DRIVING LICENCE** FORM 7

No.: 71/10806/2014 Date: 25/05/2015
 Name :SANAL B.P
 S/W/D of :VELAYUDHAN B.P.
 Address :BHAVANAMPARAMBIL HOUSE
 PUNNAKKAD, KARUVARAKUNDU POST
 MALAPPURAM DT
 PIN 676523

Date of Birth :06/05/1993
 Blood Group :AB+
 Category Valid from Valid To
 Non-Transport 11/12/2014 10/12/2034
 Transport



He is licensed to drive throughout India, vehicle of the following description

Class of Vehicle	With effect from	Testing Authority
M/C with gr	11/12/2014	ALA, NBR
LMV	11/12/2014	ALA, NBR



B 7613089

Date of First Issue : 11/12/2014

Badge No. & Date :

(Handwritten signature of the holder)

Signature of Holder

(Handwritten signature of V.V. Francis)
 V.V. Francis
 Asst LA, NILAMBUR

NIC



GP NP PROSPERO

CORPORATE STRATEGISTS & BUSINESS CONSULTANTS

J & B SQUARE, 1st FLOOR, OPP.SREEDEVI CINE PALACE, MANJERI, MALAPPURAM
676523 WWW.GPNPPROSPERO.COM, INFO@GPNPPROSPERO.COM MOB: 8086847483

Date-28/01/2021

EXPERIENCE LETTER

This is to certify that **Mr. Sanal .BP S/O Mr. Vealayudhan BP** worked as an **Associate Business Consultant** in our company from **Jan 4-2018 to Jan 25-2021** with our entire satisfaction. During his working period we found him a sincere, honest, hardworking, dedicated employee with a professional attitude and very good job knowledge. He is amiable in nature and character is well. We have no objection to allow him in any better position and have no liabilities in our company.

We wish you him every success in life.

Sincerely,

Muhammad Muhsin

Admin and HR Manager

GP & NP Prospero
J & B Square
Opp Sreedevi Cine Palace
Manjeri - 676123



FACULTY OF COMMERCE & MANAGEMENT STUDIES

Whereas it has been certified by duly appointed Examiners that

Sanal.B.P

is qualified to receive

the Degree of Master of Business Administration (M.B.A.),

(Specialisation : *Financial Management & Human Resource Management*),

he having been placed in **B** Grade with

Cumulative Grade Point Average (CGPA) **2.52**

at the Examination (CUCSS Scheme)

held in **January 2019** (Reg.No. **HEAPMBA019**)

The Senate of the University of Calicut hereby confers on him

the Degree of

Master of Business Administration

with all the Rights, Privileges and Honours thereunto appertaining.

Given under the seal of the University



A handwritten signature in blue ink, appearing to be 'Sanal B.P.', written over the printed name of the Vice-Chancellor.

Vice - Chancellor

CALICUT UNIVERSITY P.O.
Kerala, INDIA
PIN - 673 635

Date **16/04/2021**



No. 0921140



FACULTY OF COMMERCE & MANAGEMENT STUDIES

Whereas it has been certified by the duly appointed Examiners that

Sanal.B.P

is qualified to receive

the Degree of Bachelor of Business Administration (B.B.A.),
he having successfully completed the programme in **April 2014**

with Register No. **GPALBBAR34**

and been placed in overall grade **B**
with Core Specialisation *Finance*

The Senate of the University of Calicut hereby confers on him
the Degree of

Bachelor of Business Administration

with all the Rights, Privileges and Honours thereunto appertaining.

Given under the seal of the University



Clus and

Vice Chancellor

CALICUT UNIVERSITY P.O.
Kerala, INDIA
PIN - 673 635
Date **06/04/2015**
Date

Digitally signed by DR. M ABDUL SALAM
Date: 06/04/2015 10:34:28 AM



No. 0527385

J - 074813

GENERAL EDUCATION DEPARTMENT
SECONDARY SCHOOL LEAVING CERTIFICATE
(Issued under the Authority of the Government of Kerala)

Name of School : D N H S KARUVARAKUNDU
Admission No. 1699

- 1. Name : SANAL B.P
- 2. Name in Regional Language : സനൽ ബി.പി
- 3. Date of Birth (in figures) : 06/05/1993
(in words) : SIXTH MAY NINETEEN NINETY THREE
- 4. Sex : MALE
- 5. Religion and Caste (as per the Admission Register) : HINDU, PANAN
- 6. Whether belongs to SC/ST/OEC/OBC : SC
- 7. Nationality : INDIAN
- 8. Place of Birth : KARUVARAKUNDU
- 9. Name of Father : VELAYUDHAN. B.P
- 10. Name of Mother : SARASWATHI. K.P
- 11. Name of Guardian : VELAYUDHAN. B.P
- 12. Home Address (as specified in the Admission Register) : BHAVANAMPARAMBIL HOUSE,
PUNNAKKAD, KARUVARAKUNDU. P.O., 676 523.

13. Mode of Presentation : REGULAR

14. Identification Marks :
(i) A SCAR ON THE FOREHEAD.
(ii)

T USMAN *[Signature]*
08-06-09

Name & Signature of the Head of the Institution with Date



GOVERNMENT OF KERALA

SECONDARY SCHOOL LEAVING CERTIFICATE EXAMINATION

Name : SANAL B.P
Register Number: 433527
Month & Year: MARCH 2009
No. of Chances: 1

This is to certify that the candidate herein has appeared for the SSLC Examination and secured the following Grades.

Subject	Grade	Grade in words
First Language Paper - I (.....) MALAYALAM	A	A Only
First Language Paper - II (.....) MALAYALAM	A	A Only
English	C+	C Plus
Hindi	B+	B Plus
Social Science	B+	B Plus
Physics	C+	C Plus
Chemistry	C+	C Plus
Biology	C+	C Plus
Mathematics	B+	B Plus
Information Technology	A	A Only

GRADE RANGE

A+ 90% and above Outstanding B 60% - 69% Good D+ 30% - 39% Marginal
 A 80% - 89% Excellent C+ 50% - 59% Above Average D 20% - 29% Need Improvement
 B+ 70% - 79% Very Good C 40% - 49% Average E Below 20% Need Improvement

Minimum Eligibility for Higher Study is D+ Grade for Each Paper



ELIGIBLE FOR HIGHER STUDIES

SECRETARY
Board of Public Examinations, Kerala

08/05/2009

Date of Declaration of Result:

3J33D3J 3603356 2441593



GOVERNMENT OF KERALA
BOARD OF HIGHER SECONDARY EXAMINATION
HIGHER SECONDARY EXAMINATION

No. HSE 887391

CERTIFICATE

Register Number
7283304

This is to certify that Mr./Ms. **SANAL B.P** appeared for the HIGHER SECONDARY EXAMINATION
(**COMMERCE** GROUP) held in **MARCH 2011** He/She is **ELIGIBLE** for higher studies.

The Scores and Grades obtained by the Candidate are shown below:

SUBJECTS	FIRST YEAR			SECOND YEAR			GRAND TOTAL			Grade Obtained	Grade in Words
	CE	TE	Total	CE	PE	TE	CE	PE	TE		
PART I ENGLISH	20	29	49	19	-	50	39	-	79	118	C plus
PART II MALAYALAM	20	74	94	20	-	80	40	-	154	194	A plus
PART III (Optionals) BUSINESS STUDIES WITH FUNCTIONAL MANAGEMENT	20	60	80	19	-	67	39	-	127	166	A only
ACCOUNTANCY WITH AFS	18	40	58	19	-	35	37	-	75	112	C plus
ECONOMICS	18	50	68	19	-	47	37	-	97	134	B only
MATHEMATICS	18	29	47	19	-	38	37	-	67	104	C plus

Eligibility for Higher Studies : D+ Grade or above for all subjects



Place: Thiruvananthapuram
Date: **20-05-2011**

[Handwritten Signature]

SECRETARY
Board of Higher Secondary Examinations,
Government of Kerala

Serial No.	9447	Folio No.	2(197)	Reg. No.	9396
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जन शिक्षण संस्थान  JAN SHIKSHAN SANSTHAN

Institute of People's Education
Sponsored by Ministry of Human Resource Development
Department of School Education and Literacy
GOVERNMENT OF INDIA

Certificate

This is to certify that Mr./Mrs./Miss. SANAL .B.P.

Son/Daughter/Wife of Mr./Mrs. VELAYUDHAN .B.P

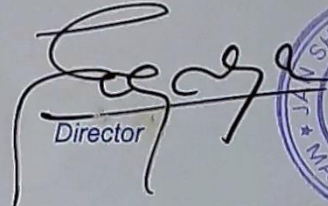
*.....has successfully
completed the training programme in.....*

**CERTIFICATE IN
WINDOWS AND MS OFFICE**

from..... **NOVEMBER2015** *to* **FEBRUARY-2016** *and passed in the final
evaluation held on.....* **27-02 -2016**

His/Her performance was found to be..... **'OS'** *.....grade.**

Date...**04-04-2016**..


Director



* Grades : 'OS' outstanding - 75% and above, 'A' - 60% to 74%, 'B' - 50% to 59%, 'C' - 40% to 49%

Serial No.	8042	Folio No.	2(152)	Reg. No.	7310
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जन शिक्षण संस्थान  JAN SHIKSHAN SANSTHAN

Institute of People's Education
Sponsored by Ministry of Human Resource Development
Department of School Education and Literacy
GOVERNMENT OF INDIA

Certificate

This is to certify that Mr./Mrs./Miss..... **SANAL .B.P**

Son/Daughter/Wife of Mr./Mrs..... **VELAYUDHAN .B.P**

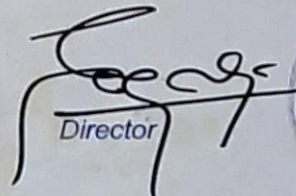
..... *has successfully*
completed the training programme in.....

CERTIFICATE IN TALLY

from **NOV-2014** to **JAN -2015**..... and passed in the final
evaluation held on **09. 05. 2015**

His/Her performance was found to be **'OS'**..... grade.*

Date..... **27-05-2015**


Director



* Grades : 'OS' outstanding - 75% and above, 'A' - 60% to 74%, 'B' - 50% to 59%, 'C' - 40% to 49%

PMKVY
प्रधानमंत्री कौशल विकास योजना



सत्यमेव जयते

GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP

N · S · D · C
National
Skill Development
Corporation
Transforming the skill landscape
www.nsdcindia.org

Certificate

This is to certify that

Mr. Sanal B.p S/O Velayudhan B.p (AadhaarNo - 532497835075)
has successfully cleared the assessment for the role of
Trainee Associate (QP No. - RAS/Q0103)
conforming to National Skill Qualifications Framework Level-3

Date of Issuance 08-04-2016

System Identification Number
391882145770199552

Mr. Bijay Sahoo
(Chairman, Retailers Association's
Skill Council of India)

Issued by..... **AMIT KUMAR**.....

Institution Name..... **GCS Computer Tech. Pvt. Ltd.**.....

Signature.....



(253)89070467019340000246015
www.nsdcindia.org/pbsecure