

**Ashutosh K. Dhalpe**

Tax Consultant

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**Income Tax | GST | Accounting**



# Course Name - Certified Accountant

*(Enabling Skilled & Globally Employable Youth)*

Unlocking Opportunities: Shree associates Institute's 100% Placement Assurance

## 01 SUBJECTS

- Fundamentals of Accounting
- Advance Accounting & Finance
- Income Tax & Professional Tax – On Portal
- Goods & Service tax – On Portal
- Finance, Investment & Banking
- Share Market
- Tally Prime + GST
- Advance Excel

## SOFT SKILLS 02

- Ms Office (Word, Excel, Power point)
- Business License
- Computer configuration knowledge
- Management Report Printing
- Spoken English

## TECHNOLOGY 03

- Tally Prime
- MS Office
- E-Commerce
- Payroll
- E-Banking

## 04 PRACTICAL EXPERIENCE

Up to 15 Real life Corporate Projects. (On GST Portal & Income Tax Portal)

## BENEFITS

- Start Own Practice in Accounts & Taxation
- Job Ready Course with Tax Consultant Internship Certificate
- 100% Practical Skills for Job or Business
- Life time access to job portal
- Life Time Up-gradation & Free Life time Membership
- Save 1.5 Year as Compared to MBA
- Save 2 to 3 Lakh against MBA
- Starting Salary 8 to 20 thousand Possible
- Earn Up to 12 Lakh p.a. in 5 to 7 Years
- Improve confidence & Personality Development



*1<sup>st</sup> Institute to give 100% Practical Training with Intention certificate*

### WHAT WE PROVIDE

- Industry Required Syllabus
- Interview Skills & Soft Skills
- Job Required Technology Training
- Communication, Personality, Confidence
- Life Skills to Live Happy & Ideal Life
- Verified digital certificate

### WHY CHOOSE US

- 15+ Practical Training, real life projects & Internship
- Converting untrained graduates into skilled professionals.
- Experience & Expert Faculties
- Best Career Option for Commerce
- Best course to Create Strong Foundation for CA / CS / CWA
- More Syllabus than any other Institute
- Quality Education with Discipline
- Corporate Level Placement Assistance
- Syllabus as per corporate Requirement
- Personal Attention towards Growth of Student
- Best Career in commerce for Businessman
- Improving Communication Skills & Personality Development

### WHO IS ELIGIBLE

- All Commerce / Non Commerce / Under Graduate / MBA / M-com /
- P.G / (pass with 50+Marks) / Businessman / House Wife.
- Basic computer knowledge
- SAI Entrance Exam Pass with 50+ Marks
- Final selection of eligible candidates through our interview.



## EVENT ACTIVATES

- CA Guidance
- Entrepreneur Guidance
- Bank Manager Guidance
- Career Guidance
- Case Study

## FACILITIES

- Huge Practical lab
- Experience Faculties
- Use Tally License
- Green Environment
- 65"Screen

## CERTIFICATION

- SAI Certified Accountant Certificate
- Internship Certificate
- Tally Prime Certificate
- GST Certificate
- Income Tax Certificate
- Advance Excel Certificate
- Score Card

## Many more Extra Curricular activities

- One and one Dought session, Revision
- How to crack Interviews with confidence
- Industrial Visit & Tracking
- Weekly extra session for Different activities



Training Hours – 2 Hours – (1 Hour Lecture & 1 Hour Practical)

Duration – 6 Month

Fee Option – SAI Scholarship | One Time Paid Benefit | Instalment | EMI

## GET CERTIFIED, GET PLACES

### MANUFACTURING INDUSTRY

- Accounting Trainee
- Junior Accountant
- Clerk
- Bookkeeper

### TRADING INDUSTRY

- Accounting Superior Assistant Accountant
- Accounts Controlle
- AccountingAnalyst

### SERVICES INDUSTRY

- Accounting Manager
- Tax Accountant
- Audit Manager
- Finance Controller



# SUMMARY OF SYLLABUS

1st Institute to give 100% Practical Training with Intention certificate

## Concepts in Accounts & Finance



### 01 FINANCE

All Skills from Basic to Finalisation: Concepts of Debit, Credit, Income, Expenses, Assets, Liabilities; Journal entries; Ledgers; Preparation of Balance Sheet and Profit & Loss A/c; Accounting Standards; Accrual System; Revenue Recognition; Accounting of Taxes; Accounting of Shares, Corporate Accounts & many More.

### 02 ACCOUNTS

Scrutiny & Analysis of Balance Sheet and Profit & Loss; Financial Statements under Company Act; Ratio Analysis;

### 03 PRACTICAL DOCUMENTATION

Day to day Accounts Documents, Stores Documents, Banking Documents, Taxes Registration Forms, Challans Returns, etc.

## Practical Skills In Direct & Indirect Taxes & Allied Areas

#### TAXES:

- Income Tax
- TDS
- GST

To whom Tax applicable ?  
How to Charge ?  
When to Charge ?  
When to get Credit / Refund ?  
How to Pay ?  
How to File Returns ?  
Due Dates & Penalties.  
Record keeping and required formalities.

#### Allied Areas:

**Banking :** Type of Loans, Type of Deposits, BRS, KYC norms, Interest calculation, Account opening, Resolutions, Basics of Negotiable Instrument Act.

**Insurance:** Type of Insurances, Group claims, Fire & Burglary policies, Endowment & Term insurances, Staff policies.

**Share Market :** Share Market + Mutual Fund + F&O + Equity & Currency & Commodity Market

**Payroll :** Pay-Roll Software's, EPF, ESI, PT rules, Salary Calculations, Record keeping.

## Practical Experience

### TECHNOLOGY & SOFTWARE TRAINING

Tally PRIME, Zoho Books, Income Tax Portal, GST Portal, TDS Winman / Taxbase, Pay-Roll, Advanced Word, PPT Presentation, Advanced Excel (Pivot Table, V look-up, H look-up, Finance Functions, Auto Linking, Filters, and all other), E-Payments, E-Taxes, E-Banking, E-Commerce, Digital Signs, E-mails.

## REAL LIFE COMPANY PROJECTS ON ACCOUNTS & FINANCE

15+Projects with actual Accounting, Scrutiny, Finalisation, Tax calculation & finalisation, Management Report Preparation, etc.

### PRACTICAL WORK

- Glossary & Enterprises
- Petrol Pump & Gas
- Transporter
- Fertilizer & Pesticides
- Garments
- Contractor
- Steel Industries
- LLP, Pvt. Ltd
- Jewellery
- Auto line
- Medical Line
- Professional Accounting
- Manufacturing
- Composition Scheme, SEZ, Cess

### IMPORT EXPORT

Projects Reports, Company Valuations, Real client Credit Appraisal, Security Analysis, Finance Reporting of various Real companies, MIS & Internal System Designing.

*\* Law Knowledge as well as GST Portal & Income Tax Portal Practical Experience \**

#### 01 BUSINESS LICENSE

GST Registration, Shop act, MSME Registration, Food License. New PAN / Correction Of pan

#### 02 SMART COMPUTER SKILL

Computer Configuration Knowledge, Basic of Hardware & Software Issues, Email, Shortcut keys,

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## Management Expertise

Office Administration; Preparation of Checklist, Planner, Organisation Charts, Responsibility Charts; Reporting Systems; MIS; Ratio Analysis; Filling System; Stock Accounting; Internal Systems; Audit; Record Keeping; etc.

#### MANAGEMENT REPORT PREPARATION

Charts & Graphs, Branch wise Profitability reports, Cost-Centre wise Revenue Comparison Reports, Cash Flow, Recovery & payable Reports, Funds Availability Report, Scrutiny of Accounts.

*GUIDELINES FOR ACCOUNTING AND TAX PRACTICE.*



# Advanced Finance

## 01 GENERATING

Ways & Procedures of Bank Finance, Private Equity, Venture Capital, IPO, Capital Budgeting, Financial Statement Analysis, Credit Appraisal, and Share-Market.

## 02 FINANCE MANAGEMENT

Finance Management, Stock & Debtors Mgmt., Ratio Analysis, Cash & Funds Flow.

## 03 INVESTMENT DECISION MAKING

Security Analysis, Portfolio Management, Valuation of Companies / Shares, Sell & Purchase Decisions.

## 04 INTERNATIONAL FINANCE

International Finance Management, IFRS Introduction, Foreign Currency Transactions, Import Export Recording.



## Soft Skills

### 01 LIFE LEADERSHIP

Shaping thinking patterns; Developing physical, mental, emotional, intellectual and spiritual personalities; Improving Relations, Devotion, Success and all important facets of life.

### 02 BUSINESS COMMUNICATION

English training, Confidence Building, Communication Practice, Vocabulary, Advanced English Communication, Writing Skills, International Ascent Training, Public Speaking, Group Discussions.

### 03 PERSONALITY & ETIQUETTES GROOMING

Creating awareness of personality development, Postures training, Corporate Appearance, Dressing Styles, Manners, Etiquettes, Self-presentation, Image Building, Confidence Building, Character Shaping, etc.



# BUSINESS GOODS AND SERVICES TAX

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## SHREE ASSOCIATES

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