

CAM^{NX}

Corporate Accounts Manager

Easy & Fast Way to Become Accounts Manager and Earn in Lakhs

100% Practical course in
Basic to Adv Accounts, Taxes, Finance, SAP & Communication



STARTING SALARY

1 to 3 LAKH
p.a.

GROWTH IN 3 YEARS

2 to 5 LAKH
p.a.

GROWTH IN 5 YEARS

3 to 9 LAKH
p.a.

**WITHOUT CAM^{NX}
NO COMMERCE**

CAM^{NX} - A must Course for everyone in Commerce

- For Graduates & Undergraduates
- Easy & Best for Non-Commerce
- For Businessmen
- Perfect Suitable Career for Women

Placements :L&T, INFOSYS, TATA, ICICI, ACCENTURE, SYNTEL, UBS, HONEYWELL, 3DPLM & Many More MNC / SME Companies

Nilaya ICATS Institute of Commerce

Call : 97 3000 5000

SYLLABUS



Concepts in Accounts & Finance

ACCOUNTS : 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 & many More.

FINANCE : Scrutiny & Analysis of Bal Sheet and P & L; Financial Statements under Company Act; Ratio Analysis; Finalisation.

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
- Custom (BCD)
- **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 : Basics of Share Market, D-MAT, Accounting of Shares, Taxation of Shares, Purchase, Sale & Profit, Loss Booking.

Payroll : Pay-Roll Softwares, EPF, ESI, PT rules, Salary Calculations, Record keeping.

Practical Experience

Technology & Software Training:

Tally ERP, TDS Express/Taxbase, Pay-Roll, Advanced Word, PPT Presentation, Advanced XL (Pivot Table, V/H look-up, Finance Functions, Auto Linking, Filters, and all other), E-Payments, E-Taxes, E-Banking, E-Commerce, Digital Signs, E-mails, Net surfing.

9+ Real Life Company Projects:

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



Management Expertise

Office Administration; Preparation of Checklist, Planner, Organisation Charts, Responsibility Charts; Reporting Systems; MIS; Ratio Analysis; Filling System; Stock System; Stock Accounting; Internal Systems; Audit; Record Keeping; Lessening with bank, Tax, Govt Officers; E-Banking, 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

Communication, Personality & Interview Training

English Communication; Confidence Building; Guidelines on Dressing, Clothing & Personality; Interview Etiquettes & Manners; Question Answer Preparations; Mock Interviews; Practice on GDPI.

*Easy & Fast Way
To Become*
Account Manager



Why CAM^{NX} is Best in Accounts Management

- महत्वाच्या मुद्यांचे मराठीतून स्पष्टीकरण
- Only Institute confident to give 100% Job Guarantee on Stamp Paper.
- In-depth training of 600 + Hrs
- Only we give 100% Practical Training
- Courses Appreciated by Media, L & T Ltd, Many Corporates, MNC & awarded " Shikshanaduta Award " " Times Education Icon Award " " Pune Education Visionary Award " by Times of India
- Life Time Upgradation & Free membership for all Facilities.
- Labs of 150+ Computers for 100% Practical

Batch Time & Duration

7 Month to 1 Year Duration Part time options,
At all Suitable times in morning, noon & evening.

Fees Options:

- Easy EMI Scheme
- Self Learn Pattern

Eligibility:

For All Graduates, Undergraduates,
Commerce & Non-Commerce people
(Minimum 12th Complete)



Nilaya ICATS Institute of Commerce

PUNE HEAD OFFICE

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