

Corporate Accounts Manager

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

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



SALARY 1 to 3 LAKH

GROWTH **3 YEARS** 2 to 5 LAKH GROWTH **5 YEARS**

3 to 9 LAKH



CAM - A must Course for everyone in Commerce

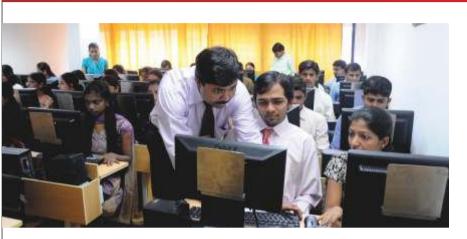
- For Graduates & Undergraduates
- Easy & Best for Non-Commerce
- For Businessmen
- Perfect Suitable Career for Women

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

Nilaya ICATS Institute of Commerce

97 3000 5000 / 8888 2124 65

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 & ma 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

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, Emails, 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; Lessoning 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 То Весоте



Why CAM is Best in Accounts Management

- महत्वाच्या मुद्यांचे मराठीतून स्पष्टीकरण
- Only Institute, confident to give 100% Job Guarantee on Stamp Paper.
- In-depth training of 540 to 600 Hrs
- Only we give 100% Practical Training
- Course Appreciated by News Papers, L & T Ltd and many corporates & awarded "Shikshanaduta Award"
- 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 Scheme

Eligibility:

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



Nilaya I-CATS Institute of Commerce 1

PUNE HEAD OFFICE

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H.O. PUNE, BRANCHES: PCMC, NASHIK & BARAMATI