



FINANCE TRAINING COURSE MODULES

ACCOUNTS WITH TALLY (version 9)

Overall accounting entries up to finalization and balance sheet level. Overall roles & responsibilities of the Accounts Executive including general HR and admin related aspects.

VAT, CST & E1 SALES

Complete rules , procedures, input VAT entries, filing forms & filling of formats.

LABOUR LAWS

All Act , Rules & responsibilities.

PF, ESI, PROFESSIONAL TAX

Overall rules procedures, formalities including filling remittances, forms & formats With all these you will be in a position to design CTC, design Gross salary break up with regard to minimum wages act, Income tax exemptions and other related labour acts. You will in depth knowledge on all the areas of PF, ESI, PT, Payroll structure, calculation forms, formats & due dates etc, including Income Tax, TDS & tax planning for employees upto Form 16 & 16A. .

SERVICE TAX

Act, rules & responsibilities & forms.

BANKING

Covering all responsibilities of the accounts person with relation to bank transactions,BRS, Finance related matters, Bank guarantee, LC etc.

INCOME TAX

Information on important IT rules, procedures, rates & Advance Tax requirements. Tax planning of salaried personnel & TDS aspects. TDS on contract payments, rent payments, professional and Consultancy charges & related forms, formats and payment challans..

CENTRAL EXCISE

Covering all rules, procedures, term CENVAT entries, due dates etc.

EXPORT PROCEDURE

Complete procedure for export/ import including coordination with overseas bank, clearing agents, freight forwarders & other obligations involved in Customs.

PAYROLL PROCESSING

With relation to labour laws, ESI PF etc. complete practice session on payroll software.



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MIS REPORTS

Advanced excel reports with short keys & formulas i.e Pivot table, V look up, H look up, Auto & Advanced filters, splits & Freeze panes which is used to prepare MIS reports.

HR AREAS

Admin responsibilities, Employee joining formalities, Relieving settlement processes- complete steps & responsibilities, formats of offer letter/ appointment letter/ relieving letter / experience certificate/ confirmation letter etc.

ADD ON BENEFITS

Discussion on interview skills

CV revision in a professional approach

Recruitment counseling

Placement support

Excellent practical course material & practice payroll software CD.