

Specialized Training on ACCOUNT & TAXATION

About Us:

Hope Enterprises is a Professionally conducted Training Center, engaging professionals with vast experience in the Accounting. This people help the students not only to learn the subject thoroughly, but also train them to be able to face challenges and build their career in the field of Accounts.

We train candidates to know not only the principles of Basic Accounting, but also independently be able to draw Debtors List, Creditors List, Complete Bank Reconciliation Statement and also do entire Finalization of Accounts for various Sectors and Industries

After Training, candidates can work as following Designation

- ✦ Accounts – Trainee
- ✦ Jr. Accountant
- ✦ Finance Manager
- ✦ Payroll Manger
- ✦ Accounts Executive
- ✦ Sr. Accounts Executive
- ✦ Accounts Manager
- ✦ Payroll Executive

GROUP 1

Industrial Accounting/business Accounting

- ✦ Basic Accounting to Finalization
- ✦ Indian Accounting Standards
- ✦ MNC
- ✦ Proprietary Business
- ✦ Partnership Firms
- ✦ Listed companies with SEBI

Sectors Wise Accounting On

- ✦ IT / ITES – (BPO / KPO / LPO)

- Manufacturing / Service Sectors
- BFSI – (Banking / Finance / Insurance / Securities)

Concepts To Be Covered In Detail: Start Working

- ✦ Types of Accounts and Entries
- ✦ Journal Entries
- ✦ Profit & Loss Accounts
- ✦ Assets & Liabilities Adjustments
- ✦ Trail Balance
- ✦ Income & Expenses Adjustments
- ✦ Preparing Ledgers
- ✦ Balance Sheet
- ✦ Revenue Recognition
- ✦ Depreciation

Benefits

Candidate can independently identify accounts documents, managing ledger accounts, Preparing Trial Balance, Calculating Depreciation, Scrutinizing BRS and assisting in preparing Balance sheet.

GROUP 2

Indirect Taxes

- ✦ VAT – (Maharashtra)
- ✦ LBT – (Local Body Tax)
- ✦ Computation & Returns
- ✦ CST – (Central Sales Tax)
- ✦ CENVAT – Credit Rules

- ✦ Service Tax
- Direct Taxes**
- ✦ Provision of Income Tax
- ✦ TDS
- ✦ Filing Returns
- ✦ Computation of Tax
- ✦ Section – 192
- ✦ Tax Planning

Benefits

Candidate will come to know how to file Tax returns, Problem areas, How to do the adjustments, Penalty, structure of taxes, doing E-filing process, generating form-16, getting Refund.

GROUP 3

E-Technology

- ✦ Tally – ERP
- ✦ MCA
- ✦ XBRL
- ✦ E-Transactions & Banking Operations
- ✦ ECR Challans / PT
- ✦ Web Based Payroll
- ✦
- ✦
- ✦ E-Filing of ROC forms
- ✦ E-Payments & E-Filings for : (CST / VAT / S.TAX / TDS)
- ✦ Digital Signature

Benefits

Candidate will be having depth knowledge of payroll Processing, generating ECR Challan, doing all E-payments and E-filing process mentioned above, Digital signature.

OTHER

Excel

- ✦ V-Look up
- ✦ MIS Reports
- ✦ Goal Seeking
- ✦ H-Look up
- ✦ Pivot Table

- ✦ Normal functions **Business**

Communications

- ✦ Communication Skills
- ✦ Email Writings
- ✦ Presentation Skills
- ✦ Soft Skills
- ✦ Interview Skills
- ✦ Corporate Resume Writing
- ✦ Professional Grooming
- ✦ Motivational Lectures

This is the most important part of Job where candidate are lacking. Candidate will learn how to portrait self for interviews, Make an impact in technical and final round.