



**TROF TRAINING**  
JUMPSTART YOUR CAREER



## ABOUT US

Trof Training is India's premier skill development academy providing practical, job-related training to students wanting to make a career in the Commerce & Management sector.

We are a qualified group of professionals' having experiences in various sects of Finance and Commerce. We aim at nurturing the abilities of an individual into becoming better professionals.

Each of our courses are divided into technical and non-technical fields. The technical fields include *on-field subject related training combining concepts with practical's* whereas the non-technical fields include *soft skills, business etiquettes and other professional skills*.

## WHY CHOOSE OUR COURSE:

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Practical training

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Job oriented course

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100% Placement Assistance

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Taught by industry experts (CA Background)

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Application based teaching

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Flexible Timings

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Industry relevant topics covered


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Value added services

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At less than half of the market price

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## WHO SHOULD DO THESE COURSES ?

People who want:

To specialize  
in Finance

Practical  
knowledge of  
GST, Income  
Tax and  
Accounts

To work in  
the finance  
team of a  
Company

Want to  
handle the  
finances of  
their business

To start their  
own accounts  
and tax  
practice

To pursue  
CA/ CS/  
CWA but are  
not sure of it

Want passive  
income  
through  
Finance

# OUR COURSES

(Click on the respective course for further details)

## BASIC CORPORATE FINANCE

- ✓ ACCOUNTS
- ✓ AUDIT
- ✓ GST
- ✓ INCOME TAX

## ACCOUNTS, GST & INCOME TAX FOR BUSINESS

## BASIC ACCOUNTS

## INCOME TAX BEGINNER

## INCOME TAX BEGINNER & SPECIALIZATION

## GST BEGINNER

## GST BEGINNER & SPECIALIZATION

**OUR FLAGSHIP COURSE:**

# **BASIC CORPORATE FINANCE**

Are you a Finance enthusiast? Do you want to pursue a career in Finance? Then this is the perfect place for you. Welcome to this course which will give you a mini job experience & train you well to get placed in the Finance team of any company.

This is an **Interview Guaranteed** course

**Duration:** 80 – 100 hours

# TOPICS COVERED:

## ACCOUNTS

- » Introduction to Financial Statements
- » Golden terms and Golden rules of accounting
- » Specific Accounting Concepts
- » Bank and Cash, including
- » Bank reconciliation
- » Inter-relation between accounts and taxes
- » Accounts Receivable & Accounts Payable (AR/AP)
- » Year-end/ Month-end closure
- » Monthly Information System (MIS)
- » Importance of File Building and documentation
- » Tally

## AUDIT

### Statutory Audit

- » Meaning and requirement
- » Understanding of business operations
- » Pre-audit checks
- » Audit checks – verification and reconciliations

### Internal Audit

- » Meaning and requirement
- » SOP and its understanding
- » Verification of processes (finance angle) – Purchases, Sales and Payroll

## GST

- » Basics of GST
- » Important concepts : Supply, Tax Invoice, ITC, Payment, Refund, HSN and Rates
- » Basic compliances: Registration, periodic returns, Set-off mechanism
- » Statutory timelines
- » Important Websites

## INCOME TAX

- » Basics of 5 Heads of Income
- » PAN and TAN
- » TDS: Accounting, returns, rate & payment
- » Important concepts: Form 26AS, Advance tax, Self assessment tax and ITR-1
- » Computation of taxable income
- » Important Websites

# BENEFITS:

## SOFTWARES INCLUDED

- » Excel
- » PowerPoint
- » Tally

## VALUE ADDED SERVICES

- » Resume Preparation & Review
- » Presentation skills
- » Email Etiquettes
- » Mock Interview
- » Interview Guarantee



# GST BEGINNER

**Duration:** 20 – 25 hours

**What it covers:**

## GST

- » Basics of GST
- » Important concepts : Supply, Tax Invoice, ITC, Payment, Refund, HSN and Rates
- » Basic compliances: Registration, periodic returns, Set-off mechanism
- » Statutory timelines
- » Important Websites

## SOFTWARES INCLUDED

- » Excel
- » PowerPoint
- » Tally

## VALUE ADDED SERVICES

- » Resume Preparation & Review
- » Presentation skills
- » Email Etiquettes
- » Mock Interview

# GST BEGINNER & SPECIALIZATION

**Duration:** 40 - 50 hours

**What it covers:**

## GST SPECIALIZATION

- » All topics from GST Beginner
- » Basics of Customs
- » Time of supply, Place of supply.
- » Valuation and Related party treatments
- » GST Audit – applicability and forms
- » Reconciliations in GST audit
- » Identifying IDT issues from Financials
- » Basics of notices and assessment

## SOFTWARES INCLUDED

- » Excel
- » PowerPoint
- » Tally

## VALUE ADDED SERVICES

- » Resume Preparation & Review
- » Presentation skills
- » Email Etiquettes
- » Mock Interview

# INCOME TAX BEGINNER

**Duration:** 20 – 25 hours

**What it covers:**

## INCOME TAX

- » Basics of 5 Heads of Income
- » PAN and TAN
- » TDS: Accounting, returns, rate & payment
- » Important concepts: Form 26AS, Advance tax, Self assessment tax and ITR-1
- » Computation of taxable income
- » Important Websites

## SOFTWARES INCLUDED

- » Excel
- » PowerPoint
- » Tally

## VALUE ADDED SERVICES

- » Resume Preparation & Review
- » Presentation skills
- » Email Etiquettes
- » Mock Interview

# INCOME TAX BEGINNER & SPECIALIZATION

**Duration:** 40 - 50 hours

**What it covers:**

## IT SPECIALIZATION

- » All topics from IT Beginner
- » Tax Audit – overview and forms
- » Reconciliations in Tax audit
- » Presumptive Taxation
- » Types of ITR and filing
- » Statutory timelines
- » Identifying issues from Financials
- » Basics of notices and assessments

## SOFTWARES INCLUDED

- » Excel
- » PowerPoint
- » Tally

## VALUE ADDED SERVICES

- » Resume Preparation & Review
- » Presentation skills
- » Email Etiquettes
- » Mock Interview

# BASIC ACCOUNTS & AUDIT

**Duration:** 40 – 45 hours

**What it covers:**

## ACCOUNTS

- » Introduction to Financial Statements
- » Golden terms and Golden rules of accounting
- » Specific Accounting Concepts
- » Bank and Cash, including Bank reconciliation
- » Inter-relation between accounts and taxes
- » Accounts Receivable & Accounts Payable (AR/AP)
- » Year-end/ Month-end closure
- » Monthly Information System (MIS)
- » Importance of File Building and documentation
- » Tally

## AUDIT

### *Statutory Audit*

- » Meaning and requirement
- » Understanding of business operations
- » Pre-audit checks
- » Audit checks – verification and reconciliations

### *Internal Audit*

- » Meaning and requirement
- » SOP and its understanding
- » Verification of processes (finance angle) – Purchases, Sales and Payroll

# BENEFITS:

## SOFTWARES INCLUDED

- » Excel
- » PowerPoint
- » Tally

## VALUE ADDED SERVICES

- » Resume Preparation & Review
- » Presentation skills
- » Email Etiquettes
- » Mock Interview

# ACCOUNTS, GST & INCOME TAX FOR BUSINESS

**Duration:** 40 – 45 hours

**What it covers:**

## ACCOUNTS

- » Golden terms and Golden rules of accounting
- » Specific Accounting Concepts
- » Bank Reconciliation
- » Inter-relation between accounts and taxes
- » Year-end/ Month-end closure
- » Tally
- » Reconciliation for Audit – GST and TDS

## GST

- » Basics of GST
- » Important concepts to understand in GST: Supply, Tax Invoice, Input Tax Credit, Payment, Refund, HSN & Rates
- » GST Registration
- » Filing GST monthly/ quarterly returns
- » Monthly calculation of GST payable
- » GST payment
- » Statutory timelines
- » GST Website

## INCOME TAX

- » Basics of 5 Heads of Income
- » PAN and TAN
- » TDS: Accounting, returns, rate & payment
- » Form 26AS reconciliation
- » Calculation and payment of Advance tax
- » Calculation and payment of ITR
- » Filing Income Tax returns
- » Computation of taxable income

## BENEFITS:

### SOFTWARES INCLUDED

- » Excel
- » Tally

### VALUE ADDED SERVICES

- » Support in setting up the accounting
- » Verification of current status and discussion on way forward



# WHAT OUR STUDENTS SAY ABOUT US:



**Rishabh Tulse**

Local Guide · 30 reviews · 3 photos



★★★★★ 4 months ago

I just passed out of college this year and I realised that there is a huge gap between what is taught in college and what is expected out of you in the practical world. There where this course by Trof training really helped me cope up with their practical oriented trainings. Would recommend this to everyone wanted to get into the finance or accounting field to get their foundations right before entering the corporate world.



**Chandni Mehta**

1 review



★★★★★ 2 months ago

**Positive:** Communication, Professionalism, Quality, Value

Thank you so much for everything wt u have taught me I enjoyed a lott thr it was really very gud session I will try best to remember all those things tat u taught me... tq



**Pooja Reddy**

2 reviews



★★★★★ 4 months ago

All topics covered in this course were explained well and shown how to implement, highly recommended for beginners and individuals who would like to brush up on their accounting knowledge.



**yukta doshi**

9 reviews



★★★★★ 4 months ago

Great place to get practical training, helps bridge the employability gap. The trainers are super smart & excellent!



**jainam nagori**

1 review



★★★★★ 2 months ago

**Positive:** Communication, Professionalism, Quality, Value

My experience here was pretty good and i completely understood the whole course i opted for



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### GET IN TOUCH



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