



TOMORROW'S ACCOUNTANT

A Complete Business Solution Provider.....

■ The Changing Scenario

"The Speed of Change in Business and the Impact of New Technology," describes a series of expected future changes due to technology.

"Around the world, an innovation in digital technology is copyrighted on average every three (3) seconds! "

Computers today are 8,000 times less expensive than in 1966! If motor vehicle technology advanced at this same rate, a BMW would now be worth \$2, and it would travel 600 miles on a tablespoon of petrol.

In this scenario Accountants must develop and execute personal professional growth and development plans.

No time in the historical past has required such rapidly changing and expanding knowledge for accounting professionals.

The rate of change is accelerating at an extraordinary, unprecedented pace. Those who fails to keep up with technological and accounting advancements will soon lack basic functional technological skills.



PREPARE FOR THE FUTURE

Changing Role of an Accountant

Traditionally, accountants have focused on the tasks of

- ✓ Counting
- ✓ Comparing
- ✓ Recording and
- ✓ Reporting financial information.

To remain vital members of their organizations, accountants must update their knowledge and skills to function as full-fledged business partners.

Now, accountants have to be focused on the tasks of

- ✓ Computerized Accounting
- ✓ Financial Reporting
- ✓ Auditing
- ✓ Taxation
- ✓ Strategic Management
- ✓ Knowledge Management
- ✓ Management Consultancy.....

■ The Power of Technology

The introduction of technology enabled accountants to

- ✓ Gather data
- ✓ Perform analyses, and
- ✓ Report information in real time.

The availability of user-friendly financial and analytical software now allows many routine accounting bookkeeping, financial statement preparation, etc. which enables to perform more sophisticated analysis and decision support activities.

Accounting
Software

ERP Solution

SAP

Internet

■ In an effort to assist J.J.Infotech ...

J.J.Infotech has established career development centre in association with **IMPACT Education** to prepare the today's youth to meet this age of technology and competition, current and useful information is the key to business access. By positioning themselves as **Smart Accountants** to ensure that they will continue to be involved in management decision making.



A close-up photograph of a pair of hands, likely belonging to an older person, gently cupping a small green seedling with three leaves. The seedling is growing out of a mound of dark, rich soil. The hands are positioned in the center-left of the frame, with the fingers slightly curled to support the soil. The background is a solid blue color, which transitions into a white area at the bottom right where the company logo is located. The overall composition is clean and professional, emphasizing the theme of growth and investment.

Plant the Seeds
for a Secure
Future.



|| About us

J.J.Infotech is a comprehensive end-to-end solutions provider of accounting and back office services through its Pan-India presence.

IMPACT--- An ISO 9001 training institute, the only institute of its kind offering

“JOB ORIENTED PRACTICAL TRAINING.”

This Training is being given through our **JOB GUARANTEED COURSES** which provides in-depth Practical and Need Based knowledge on Computers, Financial Accounting Packages (F.A.), Accounts, Payroll, Taxation, R.O.C., Excise, Company Law. Also included is the Business Communication and Personality Development Program.



Courses Offered

Smart
Accountant

Professional
Accountant

Corporate
Accountant

HR-
Professional



SMART ACCOUNTANT

Smart Accountant

Accounting

- Finalization of Accounts
- Data Analysis
- MIS Concept
- AR & AP
- Cash & Fund Flow Statement
- Ratio Analysis
- Budgeting
- Scenario Mgt
- Data Security

Inventory Management

- Inventory Valuation
(As per AS-2)
- MIS for Inventory
- B.O.M.
- Cost Sheet
- Variance Analysis

Payroll Process

- Computation of CTC
- Treatment of
 - ESI
 - PF
 - PT
 - Gratuity
- TDS Certificate
- Payment Advice
- Generation of pay slip

Statutory Matters

- Treatment of
 - VAT
 - CST
 - TDS
 - TCS
 - S.T.
- Forms
- Due date Reminder
- E-Filing Concepts

Supported by:

- TallyERP9
- Advance Excel
- Online Fillings
- Interview Tips

Duration:

- Fast Track
 - 2 weeks (3 hrs daily)
- Normal Track
 - 4 weeks (3 hrs daily)



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PROFESSIONAL ACCOUNTANT

Professional Accountant *Plus*

System Application

- Windows
- MS-Office
 - Word
 - Excel
 - Power Point
 - Outlook
- E-World

Accounting Application

- TallyERP9
 - Accounts
 - Inventory
 - Payroll
 - Statutory Matters

Advance Accounts

- FA
- BRS
- Deprecation
- Ratio Analysis
- Inventory Valuation
- Profit Screening
- Online Finalization

Income Tax

- Direct Tax
- E-Fillings
- Forms

Supported by:

- Interview skills every Saturdays & Sundays
- 100% Job Guarantee

Duration:

- Fast Track
 - 2 months (3 hrs daily)
- Normal Track
 - 3 months (2 hrs daily)

In Association with:



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CORPORATE ACCOUNTANT

Corporate Accountant *Plus*

Module – 1		Module – 2		Module – 3		Module – 4	
Computer Operating Professional	- Hardware - Installation - CD Burning - Networking - Printing - System Software - Windows - MS-Office - Internet & - E-World	Basic Accounting Professional	- Fundamental Concepts - A/c Principles - Steps of Book Keeping - Manual Accounting	Advanced Accounting Professional	- Measurement Discipline (BRS, Depreciation, Audit & Rectifications) - Purpose Accounting (Consignment, Branch & Contract Acc) - Analytic Accounting (Ratios, Cash/Fund Flow, Profit Analysis, Budgeting) - Costing (Cost Concepts, Cost Sheets, Marginal costing)	Computerized Accounting Professional	- TallyERP9 - Accounts - Inventory - Payroll - Statutory Matters - Focus
Module – 5		Module – 6		Module – 7		Module – 8	
Tax Professional	- Income Tax - VAT - CST - TDS - TCS - Tax Planning - E-Filing - Excise Procedure - Service Tax - Spectrum Software	Liaison Professional	- Right to Information Act - Consumer Rights & Protection Act - Sale of Goods Act - Negotiable Instruments - Company Laws, MCA-21 & ROC Documentation - Personal Law Procedure - Banking Law, Loan Project - CRM (Customer Relationship Mgt.	Portfolio Management Professional	- Shares - Debentures - Mutual Funds - Insurance - Demat - Investment and - Portfolio Management	Personality Grooming	- Personality Development - Business Communication skills - Group Discussions - Mock Interviews - Body Language - Time Mgt. - SWOT Analysis - Resume Writing

Supported by:

- Interview skills
- **100% Job Guarantee**

Duration:

- **Fast Track**
 - 6 months (3 hrs daily)
- **Normal Track**
 - 9 months (2 hrs daily)

In Association with:



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HR-PROFESSIONAL



HAVING AN IN-DEPTH UNDERSTANDING OF YOUR NEEDS AND GOALS IS A FUNDAMENTAL PROCESS TO THE WAY WE WORK WITH YOU.

J.J.Infotech is a comprehensive end-to-end solutions provider of accounting and back office services. We provide outsourcing services, training, placement to organizations across a broad range of Accounting and back office business processes through our Pan-India presence.



Please call for a free consultation



(040) 64576660
(040) 40240394

Now Offering HR Professional Course

BE AN HR-CERTIFIED WHILE WORKING

For continuous career growth one should always update his skills.

Now you can upgrade your skills, Our courses are specifically designed for working professionals. You can create a schedule that fits your life - the classes are flexible of studying when you want.

Skills update = Career Upgrade

COURSE CONTENT

- PF
- ESI
- Labour Law
- Payroll
- MIS
- Compensation & Benefits
- E-Filing Concepts for Statutory Matters

We use Microsoft Excel & Payroll Software

Please walk-in for details



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Contact us



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THANK YOU