

# THE INSTITUTE OF E-TAX ACCOUNTANTS

SINCE 2004



Your Dreams Come True



## Preparing for Professional Accountant

India's NO. 1 Job Oriented Training Institute  
To make you Job Ready in Accounts & Taxation

[www.itaeskills.com](http://www.itaeskills.com)

20  
YEAR  
OF EXCELLENCE

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## About Us

### The Institute Of E-Tax Accountants



The Institute of E-Tax Accountants (A Unit of BIS Pvt. Ltd.), founded in 2000 and incorporated in 2004, is a leading organization recognized for its excellence in providing high-quality training and placement services.

With over a decade of experience, the company has established itself as a trailblazer in skill development, notably in accounts and finance training, and is a valued partner of the DIGIFY and COMPUTAX. In addition to its training programs, The Institute of E-Tax Accountants provides robust placement support, aligning candidates with roles that suit their skills and career goals.



The company is dedicated to economic empowerment & social advancement, contributing to the upliftment of individuals and with communities by promoting financial stability and social mobility through education and employment.

Furthermore, The Institute of E-Tax Accountants actively engages with communities to raise awareness about evolving market trends and the importance of continuous skill development.

Through its innovative approach and impactful initiatives, The Institute of E-Tax Accountants remains a key player in fostering a skilled, adaptable, and resilient workforce, making a significant and enduring impact on both individuals' lives and societal progress.

The Institute of E-Tax Accountants is distinguished by its successful execution of a diverse range of Corporate Social Responsibility (CSR) projects and significant government initiatives, NGO's, Welfare association and Trust.

The organization offers a meticulously crafted, Industry aligned curriculum designed to enhance candidates' practical skills and prepare them for the competitive job market.



# Vision, Mission & Policy



## Our Vision



At The Institute of E-Tax Accountants, our vision is to become a globally recognized institution dedicated to transform lives through innovative skill development and education.

Our vision encompasses a holistic approach to education, ensuring that we contribute not only to the professional success of our student but also to the socio-economic development of communities, industries, and the nation at large.

## Our Mission



The mission of The Institute of E-Tax Accountants is to empower individuals with practical, industry-relevant skills and comprehensive education to enable them to succeed in a competitive global workforce.

We aim to create a sustainable ecosystem of learning and growth, bridging the gap between education and employability while fostering innovation, entrepreneurship, and economic development.



## Our Policy



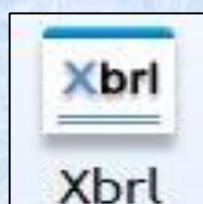
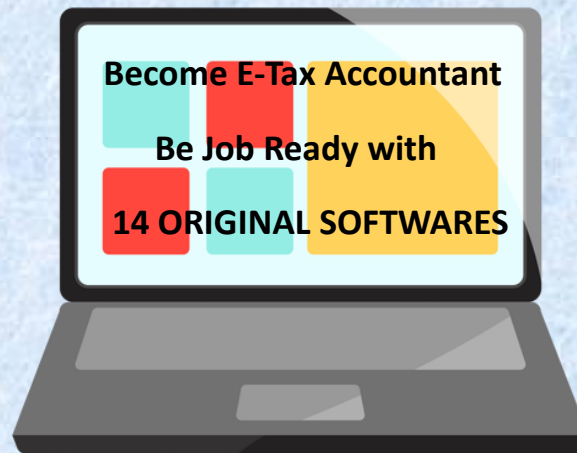
At The Institute of E-Tax Accountants, our policies serve as the cornerstone of our operations and are designed to ensure the highest standards of quality, integrity & inclusivity.

These policies reflect our commitment to providing an exceptional learning experience, fostering a positive environment for all stakeholders, and achieving our vision of empowering individuals through skill development.



# 14

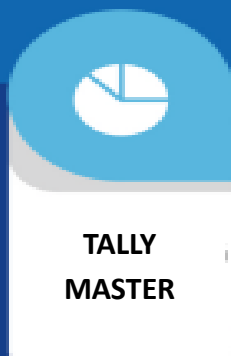
## ORIGINAL SOFTWARES



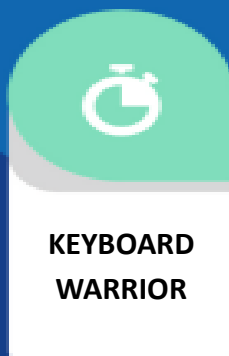
## ACTIVITIES DURING COURSES



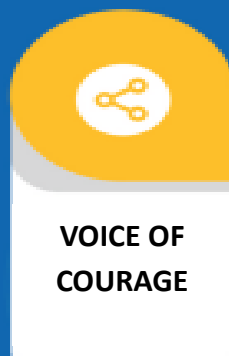
EXCEL  
EXPERT



TALLY  
MASTER



KEYBOARD  
WARRIOR



VOICE OF  
COURAGE



ACADEMIC  
ACHIEVER

# WHAT MAKES US THE BEST

The Institute of E-Tax Accountants is a trusted name in the education sector, known for providing high-quality training programs and a 100% job placement for students.



100 % Job  
Placement



20 years of  
Excellence



10K+ Satisfied  
Students



No. 1 + Professional  
Institute



18K+ Registered  
Employers



10+ Placement  
Offices



Interactive  
Classes



Practical  
Training



Updated Content  
as per Industry



Modules	ESSENTIAL ACCOUNTANT	PROFESSIONAL ACCOUNTANT	INDUSTRIAL ACCOUNTANT
<b>M.S. Office</b> Hardware & Software   Working with Windows 10   File & Folder Management   Introduction to MS Word 2021   Page Set up Drafting & Formatting Documents   Tables   Header & Footer   Introduction to MS Excel 2021   Database design   Cell Reference   Number & Conditional Formatting   Look up & Reference Functions   Logical Functions   Financial Functions   Sort & Filter   Pivot Table & Pivot Chart   Protection   Project on Excel   MS PowerPoint 2021   MS Outlook 2021   Internet & E-mailing   Mail Merge   Google Drive   G- Suit	✓	✓	✓
<b>Industrial Accounting - 1</b> Proprietorship firm account   Partnership firm account   Introduction   Accounting Concepts   Capital & Revenue Transactions   Accounts Documents   Journal Entries   Ledger   Trial Balance   P & L Account   Balance sheet   Depreciation   Inventory Valuation   Bank Reconciliation Statement	✓	✓	✓
<b>Tally Essential</b> Company creation   Maintaining Chart of Accounts   Recording and Maintaining Accounting Transactions   Banking   Storage and Classification of Inventory   Accounts Receivable and Payable Management   Basic concepts of GST   GST using Tally   Purchase and Sales Order Management   Reports   Security   Backup and Restore   Project on Tally	✓	✓	✓
<b>Business Communication</b> Communication Skills   Assertive Communication   Non-verbal Communication   Presentation Skills   Interview Skills   Sell Your Skills (Cover Letter, Resume Designing)   People Skills (Workplace behavior)   E-mail Etiquette   Goal Setting and Time Management	✓	✓	✓
<b>TDS &amp; GST</b> Accounting treatment of TDS   TDS Using Tally   Basic concept of GST   Supply   RCM   Composition   ITC   Registration procedure	✓	✓	✓
<b>E- Tax</b> Basic concepts of Income Tax   Income from Salaries   Income from House Property   Profits and Gains of Business or Profession   Income from Capital Gains & Other Sources   Deductions under Chapter VI-A   Computation of Taxable Income   E-filing of Income Tax Return   Form 49A   ITR-1,2,3,4,5,6,7		✓	✓
<b>E- TDS</b> Accounting Treatment of TDS   E-TDS Return   Project on TDS   Form-49B   Form-27A,24Q,26Q   26AS,		✓	✓
<b>E- GST</b> Levy & Collection of Tax   Valuation   Input Tax Credit   General Procedures   Payment of Tax   Returns   Project on GST   GSTR1, GSTR2A-2B, GSTR3B, GSTR4		✓	✓
<b>Tally Professional</b> Multi-Currency   Interest Calculation Manufacturing process Job Work   Job Costing   Advanced TDS Transactions   Advanced GST transactions   Advanced Banking Transactions   Payroll		✓	✓
<b>Industrial Accounting -2</b> Industrial Accounting-1 +   Journal Entries   Society / NGO Account   Construction Account		✓	✓
<b>Busy / Zoho</b>		✓	✓
<b>Advanced MS Excel</b> Advance Number Formatting   Advance Conditional Formatting   Match & Index   Financial Functions   Array Formulas   PowerPivot   Power View   Power Map   Power Query   Dashboard   Macro   Google Drive   Project work			✓
<b>Industrial Accounting -3</b> Industrial Accounting 1 & 2 +   Corporate Accounting   Advanced Journal Entries   Cash flow   Ratio Analysis			✓
<b>SAP</b> SAP ERP Overview & Navigation   Procure to Pay Process   Order to Cash Process   General Ledger Accounting   Accounts Payable Business Process   Accounts Receivable Business Process   Bank Related Accounting Business Process   Financial Statement Creation Business Process			✓
<b>Stock Market</b> Introduction   Candlestick   fundamental and technical Analysis etc.			✓
<b>Practical Auditing and Banking</b> Vouching   Evidence   Tax Audit   Company Audit   Society Audit   NGO Audit   Introduction to Banking   Deposits   Loans & Advances   Payment Mechanism   Banking Instruments   Introduction to Auditing   Conducting an Audit   Audit Report   Audit Project			✓
<b>Corporate Law</b> Formation of a Company   Loans & Advances   Accounts & Audit   Meetings, Minutes & Resolution   MCA 21   E-Filing   LLP			✓
<b>Labor &amp; Industrial Laws</b> PF   ESI   Bonus   Gratuity			✓
<b>DURATION</b>	<b>6 MONTHS</b>	<b>12 MONTHS</b>	<b>18MONTHS</b>
<b>COURSE FEE</b>	<b>30,000</b>	<b>45,000</b>	<b>75,000</b>
<b>INTERNSHIP</b>	<b>3 MONTHS</b>	<b>6 MOTNHS</b>	<b>6 MONTHS</b>

## SAP USER TRAINING PROGRAM

COURSE	COURSE DURATION	FEES	USER CHARGES
SAP S/4 HANA (FICO)	40 hrs. OR 3 months	₹22,000	₹2,500/- for 3 months
SAP S/4 HANA MATERIAL MANAGEMENT	40 hrs. OR 3 months	₹22,000	₹2,500/- for 3 months
SAP S/4 HANA SALES & DISTRIBUTION	40 hrs. OR 3 months	₹22,000	₹2,500/- for 3 months
SAP S/4 HANA (FICO) END USER	30 hrs.	₹17,000	₹2,500/- for 3 months

## ENGLISH SPEAKING COURSE

COURSE	DURATION	FEE
Beginners Level – I	3 months	5000/-
Intermediate Level - II	6 months	9000/-
Advance Level – III	9 months	14,000/-

## DIGITAL MARKETING

- Marketing & Digital Marketing Functions
- WordPress Business Website Development
- Social Media Advertising & Lead Generation
- SEO Content Optimization
- Performance Marketing
- Digital Marketing Project Management
- AI Tool based Digital Marketing
- Affiliate Marketing

## OTHER COURSES

- Computer Courses
- Financial Courses
- Hardware & Networking Courses
- Multimedia & Graphics Courses
- DETF Vocational & Skill Development Courses
- DETF Corporate Training

# 4 CERTIFICATIONS



## ITA CERTIFICATE

The Institute of -Tax Accountants, In collaboration with DIGIFY & COMPUTAX, offers certificates upon successful completion of our training programs. These certificates are a mark of excellence, validating industry-relevant skills and practical knowledge. Recognized nationwide, significant credibility, ensuring enhanced career opportunities and showcasing a commitment to professional skill development.



## MICROSOFT OFFICE SPECIALIST - EXPERT

We offer candidates the opportunity to earn the globally recognized Microsoft Office Specialist (MOS) Certificate. This certification validates proficiency in Microsoft Office applications such as Word, Excel, and PowerPoint, ensuring candidates have the skills required to excel in today's digital workplace. The MOS certification enhances employability, boosts professional credibility and opens doors to global career opportunities. It serves as a benchmark of excellence for individuals seeking to demonstrate their expertise in Microsoft Office tools.



## ZOHO

We also provide candidates with the opportunity to earn the Zoho Books Certification, a prestigious credential that validates expertise in Zoho's cloud-based accounting software. This certification equips individuals with essential skills in managing financial transactions, Invoicing, reporting, and tax compliance, making them proficient in modern accounting practices. Recognized by business globally, the Zoho Books Certification enhances career prospectus for aspiring accountants, finance professionals, and entrepreneurs.



## SAP CERTIFICATION

SAP certification and working for SAP offer numerous career benefits, including enhanced job prospects, salary increases, and opportunities for career advancement. SAP is a widely recognized and respected company, and its certifications validate skills and experience, leading to greater credibility and recognition in the job market.





Elevate your skills and transform your career with specialized Accounting Courses After 12<sup>th</sup> & Graduation from India's No. 1 Accounts, Finance and Taxation Training Institute.

Take the next step towards professional excellence with the following: -

### Placement Assurance Card

## Placement Process

### Comprehensive Training

Our training programs are designed to provide the perfect balance of theoretical knowledge and practical application, preparing you to thrive in today's competitive job market.

### Skill Enhancement

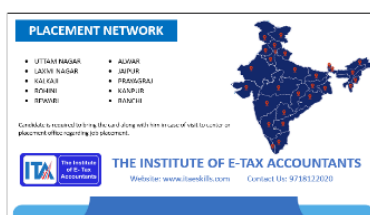
We are dedicated to empowering students and professionals with skills that not only enhance their knowledge but also give them a competitive edge in the job market.

### CV Preparation

We understand that a well-crafted CV is your first step to a successful career. Here's how we help you create an impressive and professional CV.

### Interview Preparation

We understand that interviews are official steps in achieving career success. Program equips you with the skills, confidence, and strategies to excel in any interview setting.



# OUR ALUMNI WORKED AT



& many more...

## OUR PLACEMENTS



ANKIT KUMAR SINGH  
CARS 24  
SALARY – ₹4,80,000



SACHIN SINGHANIAN  
APOLLO TYRES  
SALARY – ₹3,84,000 P.A.



VISHAL TIWARI  
HITEK SYNDICATE  
SALARY – ₹3,60,000 P.A.



MOHIT SHARMA  
ACCENTURE SOLUTIONS PVT.LTD.  
SALARY – ₹3,24,000 P.A.



MITALI KUMARI  
APPOLO TYRES  
SALARY – ₹3,00,000 P.A.



NEHA JHA  
RIO TINTO  
SALARY – ₹2,88,000 P.A.



KAIF ALI  
GUPTA THAPAR & COMPANY  
SALARY – ₹2,88,000 P.A.



AKASH RAWAT  
GENPACT  
SALARY – ₹3,00,000 P.A.



RITU SHUKLA  
REMIT INFOSYSTEM  
SALARY – ₹2,76,000 P.A.



KANIT KAIM  
BIRD AIRPORT SERVICES  
SALARY – ₹2,70,000 P.A.



SHABNUR  
KG ENTERPRISES  
SALARY – ₹2,80,000 P.A.



MEHTAB HUSSAIN  
WALMOND CONSULTANCY  
SALARY – ₹2,76,000 P.A.



TUSHAR ARORA  
KATHPALIA ENTERPRISE  
SALARY – ₹2,52,000 P.A.



NITIN DALAL  
NEXDIGM  
SALARY – ₹2,52,000 P.A.



DIKSHA RAWAT  
POLICY BAZAAR  
SALARY – ₹2,40,000 P.A.



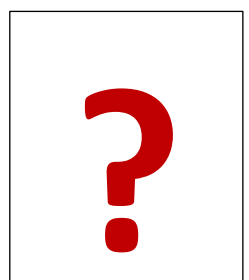
TANUJA SENGAR  
AMBIT COLLECTIVE LLP  
SALARY – ₹2,40,000 P.A.



PRASHANT  
BIRD AIRPORT SERVICES  
SALARY – ₹2,92,000 P.A.



SHRADDHA GARG  
SUDHIR SINGH & ASSOCIATES  
SALARY – ₹1,80,000 P.A.



YOU CAN BE THE  
**NEXT...**



# PLACEMENT NETWORK

## OUR CENTRES:

UTTAM NAGAR  
ROHINI  
LAXMI NAGAR  
ALWAR  
JAIPUR  
REWARI  
RANCHI  
KANPUR  
PRAYAGRAJ

YOUR  
**DREAMS**  
COME TRUE.

- Partners
- Association
- Certification



ITA IS  
REGISTERED  
UNDER  
MINISTRY OF  
CORPORATE  
AFFAIRS



## THE INSTITUTE OF E-TAX ACCOUNTANTS



(A UNIT OF BIS PVT. LTD.)

**ACCOUNTS | TAXATION | BANKING**



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