

# PROFESSIONAL TAX CONSULTANT

Practical Training | Learn at Anytime & from Anywhere

- ***Quality Assured***
- ***Doubts Resolution***
- ***Live Queries Sessions***
- ***Duration : 5 Months***
- ***Level : Professional***



Available In English & Hindi

# Table of Contents

- **About Munshi**
- **Why to Professional Tax Consultant**
- **Who can join?**
- **Program Highlights**
- **Munshi's Advantage**
- **Detailed Curriculum**
- **Certificate**
- **How we are going to proceed in the classes**
- **Learning structure for becoming a Finance & Taxation expert**
- **Meet the mentor**
- **Profession of learners who usually join us & what benefit they get**
- **Course Details & Steps to Join**
- **Contact information**

A man and a woman in business attire are looking at a tablet together. The woman is on the left, wearing a brown blazer over a white blouse, and the man is on the right, wearing a dark suit and tie. They are both smiling and looking at the tablet. The background is a blurred office setting.

## About Munshi

As per the today's scenario of the industry you will have to be capable enough to perform all the expected tasks otherwise you will be easily replaced. Munshi is the brainchild of Ms. Ankita Mahajan, with a view that even when people start earning & becomes independent, they still needs the guidance & assistance during the course of their working as no one is born perfect with a knowledge of everything & if they will not keep them updated, they can be easily replaced by the capable ones. Ms. Ankita Mahajan who is a chartered Accountant by profession has introduced this learning platform & build multiple programs for the people whose main focus is just the practical training which will help you in your workplaces with an aim to build strong foundations among the people who are ready to learn new things, accept new challenges & wants to remain updated in their professional life.

# Why Pursue Professional Tax Consultant?

## **Boost in Confidence**

Your confidence will be completely on the different level when you have the indepth knowledge of your profession

## **Salary Hikes**

No doubt that the salary of a person having knowledge & practical working experience will be on the higher side as compared to an inexperienced person having bookish knowledge

## **Start your own Office**

With the complete knowledge & work experience you will be able to handle any type of client's work & the confidence that you will have in you will help you to build client's trust & to make new clients as well & start your own Accounting & consultancy firm.

# Who can

**JOIN ?**



- Any +2 pass
- Any graduate or Post graduate
- Junior or senior Accountants
- Financial Analysts or consultants
- Business Owners
- Any other person who
- wants to learn Accounting

# Program Highlights



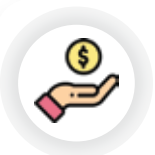
## PRACTICAL TRAINING

The concept of training is 100% practical based covering all the issues & points that any person can face while working in actual work environment.



## NO EXTRA COST OF ALL UPDATES & AMENDMENTS

All the sessions of the courses will be updated with all the new changes in Accounting & taxation.



## HIGHLY AFFORDABLE

The fee structure is highly affordable which any working or non-working individual can afford from their salary or the Pocket money.

No doubt, the prices are affordable but the quality is never compromised by us. The level of training will be best.



## LIFETIME ACCESS

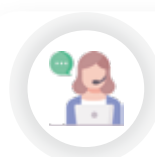
The learners will have lifetime access of the courses they have purchased & they can see any class as & when required



## REAL OFFICE DOUBTS & PROBLEMS RESOLUTION

All our students will be having an authority to clarify the doubts or problems which they face while working in their offices related to Accounting & taxation.

Since learning is a continuous process, So, No matter if they have completed their training, still they have a right to ask their work related problems at anytime.



## 18X7 LEARNERS SUPPORT

Our learners are free to discuss any technical or study related issues with us at anytime between the working hours & their issues are resolved as soon as possible.

# Munshi's Advantage

## Real Work Doubts Resolution

- Ask your doubts from the students panel
  - Resolution within 24 hours
  - 18x7 students support available
- 

## Live counselling sessions

- Live sessions are conducted from time to time
  - All the doubts & career related issues will be addressed
  - Anyone can join as per their requirements
- 

## Learn at Anytime & from Anywhere

- No need to compromise your worklife
- You have access of the classes all the time
- Learn at the comfort of your home at your desired time

# GST Portal Educational version

www.gstedu.munshiindia.com

The screenshot shows the GST Portal Educational version interface. The header includes the title 'Goods and Services Tax (GST) Edu' and a 'Login' button. The navigation menu contains links for Home, Services, GST Law, Downloads, Search Taxpayer, Help and Taxpayer Facilities, and e-Invoice. The main content area is divided into several sections: 'News/Updates' with a list of recent news items, 'Advisories', 'Popular help topics' with a list of frequently asked questions, 'Taxpayers (Normal/TDS/TCS)' with buttons for 'Register Now' and 'Find a GST Practitioner', 'GST Practitioners', and 'Upcoming Due Dates' with a table of tax filing deadlines.

Upcoming Due Dates (Download as PDF File)			
GSTR-3B (Apr, 2022)	May 20th, 2022	GSTR-3B (Apr-Jun, 2022)	Jul 22nd, 24th, 2022
GSTR-1 (Apr, 2022)	May 11th, 2022	IFF (Optional) (Apr, 2022)	May 11th, 2022
GSTR-1 (Apr-Jun, 2022)	Jul 13th, 2022	CHP-66 (Apr-Jun, 2022)	Jul 18th, 2022

- Practice the GSTR 1 & 3B filing on the GST educational portal with us.
- All the learners will be having the access of the educational portal for their practice.
- Your login id & password will be provided by us after your enrolment.



# Detailed Curriculum

## COURSE: ADVANCED GST COURSE

- **BASIC UNDERSTANDING**

- Basic understanding of GST, GST mechanism, Its applicability
- CGST/SGST/IGST/UGST, Place of supply of goods, Taxable goods, time of supply etc

- **NEW REGISTRATION UNDER GST**

- Who needs to take the registration & when
- Documents required for GST registrations
- How to apply the GST registration online
- What are the compliances you need to fulfil after taking GST registrations

- **OUTPUT TAX UNDER GST**

- Sale Bills & their GST entries

- **INPUT TAX CREDIT**

- Purchase & expenses Bills & their GST entries

- **TALLY SOFTWARE WORKING OF INPUT & OUTPUT TAX**

- Tally software entries of Sale & Purchase

- **REVERSE CHARGE MECHANISM UNDER GST**

- RCM Explained, transactions on which RCM is applicable
- Rates to apply & Journal entries, How to make RCM (calculation)
- How to enter the RCM bills in Tally
- How to enter RCM in GST return

- **DEBIT/ CREDIT NOTES & THEIR TREATMENT UNDER GST**

- Debit credit notes understanding & journal entries
- Tally software entries
- How to enter Debit credit notes in GSTR 1& 3B returns

## ● **ITEMS ON WHICH ITC NOT AVAILABLE**

- Items whose ITC not available
- Show some bills & Accounting on Tally

## ● **CLAIMING ITC IN GST RETURNS**

- Claiming the Input tax credit on GST portal

## ● **GST PORTAL OVERVIEW**

- Gst Portal overview

## ● **FILING OF GSTR 1**

- All Types of GST Returns, their due dates & important concepts
- GSTR 1 Return & their way of filing the GST returns
- How to make & File GSTR 1 Online
- How to make & File GSTR 1 through Offline utility
- How to make & File GSTR 1 from Accounting software (Tally)
- Filing of GSTR 1 Return
- Latest Amendments in filing stage of GSTR 1

## ● **INTEREST & LATE FILING UNDER GST**

- Late filing & interest on GST late filing calculations

## ● **PAYMENT OF TAXES**

- Creation of Challan for tax payment
- Online payment of GST

## ● **FILING OF GSTR 3B**

- How to make amounts of GSTR 3B Return
- How to make & File GSTR 3B Online
- How to make & File GSTR 3B from Accounting software (Tally)
- Filing of GSTR 3B Return

## • **GSTR 2B RECONCILIATION**

- What is GST 2B & its backlinking of GSTR 1 & 2B & its relevance & new ITC rule
- How to reconcile GSTR 2B with books
- Finalisation of ITC after reconciliation

## • **QRMP SCHEME**

- QRMP Scheme
- Filing of Invoice furnishing facility (IFF) online

## • **E-WAY BILL**

- Eway bill understanding
- How to make E-way bill
- E-way bills under Different situations

## • **RECTIFICATION OF MISTAKES IN GSTR 1**

- How to rectify mistakes of GSTR 1 returns

## • **RECTIFICATION OF MISTAKES IN GSTR 3B**

- How to rectify mistakes of sales in GSTR 3B returns
- How to rectify mistakes of ITC in GSTR 3B returns

## • **E-INVOICING**

- E-invoicing under GST
- How to generate e-invoice
- How to generate Bulk e-invoices
- Portal uploading of json files of einvoice

## • **ANNUAL RETURNS GSTR 9 & 9C**

- Understanding & law
- GSTR 9 Filing
- Mistakes that can be rectified in GSTR 9
- DRC 03 Form filing
- GSTR 9C Filing

# Detailed Curriculum

## COURSE: ADVANCED TDS & TCS COURSE

- **BASIC UNDERSTANDING & APPLICATION OF TAN**
  - What is direct tax & Introduction to TDS/TCS
  - Mechanism of TDS & steps involved in the complete process
  - Who is required to deduct TDS, What he should do to comply & Importance of Section numbers under TDS/TCS & who are liable for Tax audit
  - Application of TAN number online
- **TRANSACTIONS OTHER THAN SALARIES ON WHICH TDS IS APPLICABLE, ITS CALCULATION & WORKING**
  - Sec 194C- TDS on payments to contractors
  - Sec 194J TDS on professional fees
  - Sec 194I TDS on Rent
  - Sec 194H TDS on commission
  - Sec 194A TDS in case of interest other than interest on securities
  - Sec 194N
  - Sec 194O
- **NEW PROVISIONS & SECTIONS INTRODUCED BY GOVERNMENT**
  - TDS applicable on every Individual & HUF Sec 194M
  - TDS applicable on every Individual & HUF Sec 194IB
- **TDS ACCOUNTING**
  - Accounting & ledger understanding if you are a deductor of TDS
- **OTHER SECTIONS**
  - Other than routine Business Transactions on which TDS needs to be deducted & its calculation

## ● **TDS ON SALARIES**

- TDS in case of Salaries (applicability & calculation) Sec 192
- Accounting treatment

## ● **PAYMENT OF TDS**

- Payment of TDS (Creating challans, online payment)

## ● **TDS RETURNS**

- TDS Returns Understanding
- Traces portal overview
- Details to be prepared for TDS returns
- Oltas Challan enquiry
- TDS returns other than salaries 26Q
- TDS returns in case of salaries 24Q
- TDS TIN facilitation centre & online filing from Income tax website

## ● **NEW USER REGISTRATION ON TRACES PORTAL**

- Traces Portal signup & login as Tax deductor
- Traces Portal signup & login as Tax payer

## ● **TCS MECHANISM & TRANSACTIONS ON WHICH TCS IS APPLICABLE, ITS CALCULATIONS & WORKING**

- TCS mechanism & steps involved in the complete process
- Transactions on which TCS needs to be collected
- Bills & TCS calculation

## ● **NEW PROVISIONS & SECTIONS INTRODUCED BY GOVERNMENT**

- TDS Calculation, analysis & accounting u/s 194Q
- TDS Calculation, analysis & accounting u/s 206(1H)

## ● **TCS RETURNS**

- TCS Returns filing 27EQ

# Detailed Curriculum

## COURSE: ADVANCED ITR FILING COURSE

- **BASICS**

- Introductory Discussion, About the Course, Background of IT.
- E-filing overview and Basic Terms
- Concept of Residential Status

- **CONCEPTUAL CLARITY FOR FILING INCOME TAX RETURNS**

- Heads of Income understanding
- ITR forms & their applicability
- What general documents to call from clients & extra informations are mandatory to be given in ITRs
- Form 26AS

- **INCOME TAX PORTAL**

- Income tax Portal overview

- **REGISTRATION**

- How to register a new Assessee on Portal

- **TAX CALCULATIONS**

- Individuals/HUF, Partnership firms, Companies, Trust/AOP/BOI/Societies
- Advance tax

- **NEW TAXATION SCHEME & NEW PROVISIONS**

- New taxation scheme
- Other new tax provisions
- Filing of Form 10 IE

## ● **DEDUCTIONS U/S 80**

- Deductions under sec 80C
- Other Deductions u/s 80

## ● **ITR FILING IN CASE OF SALARIED PERSON/ PENSIONERS**

- What should be the part of salaries & Deductions & exemptions
- What to ask from the salaried employee when he is coming for return filing
- Form 16
- How to prepare the computation of income if assessee have Form 16
- How to prepare the computation of income if assessee don't have Form 16
- Filing of ITR 1 Return
- How to everify the return after filing

## ● **IN CASE OF BUSINESS RETURNS - PROPRIETORSHIP CONCERNS**

- Types of Business entities like prop., partnership, companies, their features & the forms applicable
- Prop. Concern-Provisions & What to ask from Clients
- Prepare the computation of Income
- filing of ITR 3 form

## ● **IN CASE OF BUSINESS RETURNS - PRESUMPTIVE TAXATION SCHEME**

- Presumptive Taxation ITR 4
- Preparation of computation of income
- filing of ITR form

## ● **IN CASE OF BUSINESS RETURNS - PARTNERSHIP CONCERNS**

- Partnership Concern-Provisions & What to ask from Clients
- filing of ITR form

- **IN CASE OF BUSINESS RETURNS - COMPANIES**

Companies-Types, features & What other provisions are there of companies act etc  
Return filing of companies

- **IN CASE OF PARTNERS, DIRECTORS RETURNS**

Concept & understanding  
Filing of ITRs of Partners of the firm or directors of the companies

- **IN CASE OF CAPITAL GAINS**

Detailed Provisions  
Concept of indexation & calculations of capital gains  
Deductions allowed u/s 54  
Filing of Returns

- **AGRICULTURAL INCOME**

Provisions, deductions, exemptions  
Filing of Returns





# Detailed Curriculum

## COURSE: ADVANCED MS-EXCEL, WORD & POWERPOINT COURSE

### • MICROSOFT EXCEL - BASIC

- Introduction to Excel - Detailed view of the Excel sheet, information about all the options available one by one & their uses
- Customizing the quick access tool bar
- Shortcut keys
- Entering Data in excel sheets
- How to create,open & save a workbook & Closing, Renaming, inserting & deleting a worksheet)
- Working with Rows and Columns (Inserting and deleting of rows and columns, changing row height and column width)
- fomatting a cell
- format painter
- filter option
- Auto sum Function

### • MICROSOFT EXCEL - ADVANCED

- Setting Themes
- Basic functions including sum,average,percentage,minimum, and, maximum function
- How to use formulas and copy and paste a formula
- Sorting
- Creating chart
- Previewing and printing charts and Worksheets
- Applying conditional formatting
- Hiding and unhiding worksheet, workbook, rows and Columns
- Compilation of all the things discussed
- Cell References and its types like Relative cell reference, Absolute cell

## **COURSE: ADVANCED MS-EXCEL, WORD & POWERPOINT COURSE**

- Reference, and, Mixed cell reference.
- Freeze pane
- Macros
- Hyperlink
- Data Validation
- Consolidation
- Data Protection
- Pivot table
- Pivot chart
- Advance Functions
- Advance Charts, Different types of charts, Changing chart data

### **● MICROSOFT WORD - ADVANCED**

- Introduction To Word - Detailed View Of The MS Word Sheet & Their Uses
- Advanced working on MS-Word

### **● MICROSOFT POWERPOINT ADVANCED**

- Creating & altering powerpoint presentation slides, adding animations,
- charts & other advanced features for the effective slides
- Adding videos & audios to the slides



# LEARN AND DO PRACTICE WITH US

## Assignment & Test Series

- Actual Industrial data as assignments for Practice.
- Test Series (MCQs) conducted for ensuring Proper understanding
- Without clearing the test series, you can't proceed towards the next classes
- This is to ensure your clear & indepth understanding about the topic that you are studying & practicing
- You will not only learn but will do practice with us to gain the confidence in the work you do



## Certificate

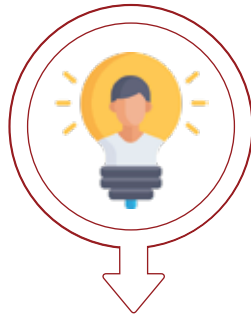
Learners earn a digital certificate upon successful completion of the online Course. You can request for the Hard copy of the certificate delivered at your home as well.

Note: After successful completion, a verified digital certificate will be available for downloading with your name used when registering for the Course.

\*All certificate images are for illustrative purposes



# How we are going to proceed in the classes



**1. Conceptual Understanding**



**2. Visualisation of the Practical work in the classes**

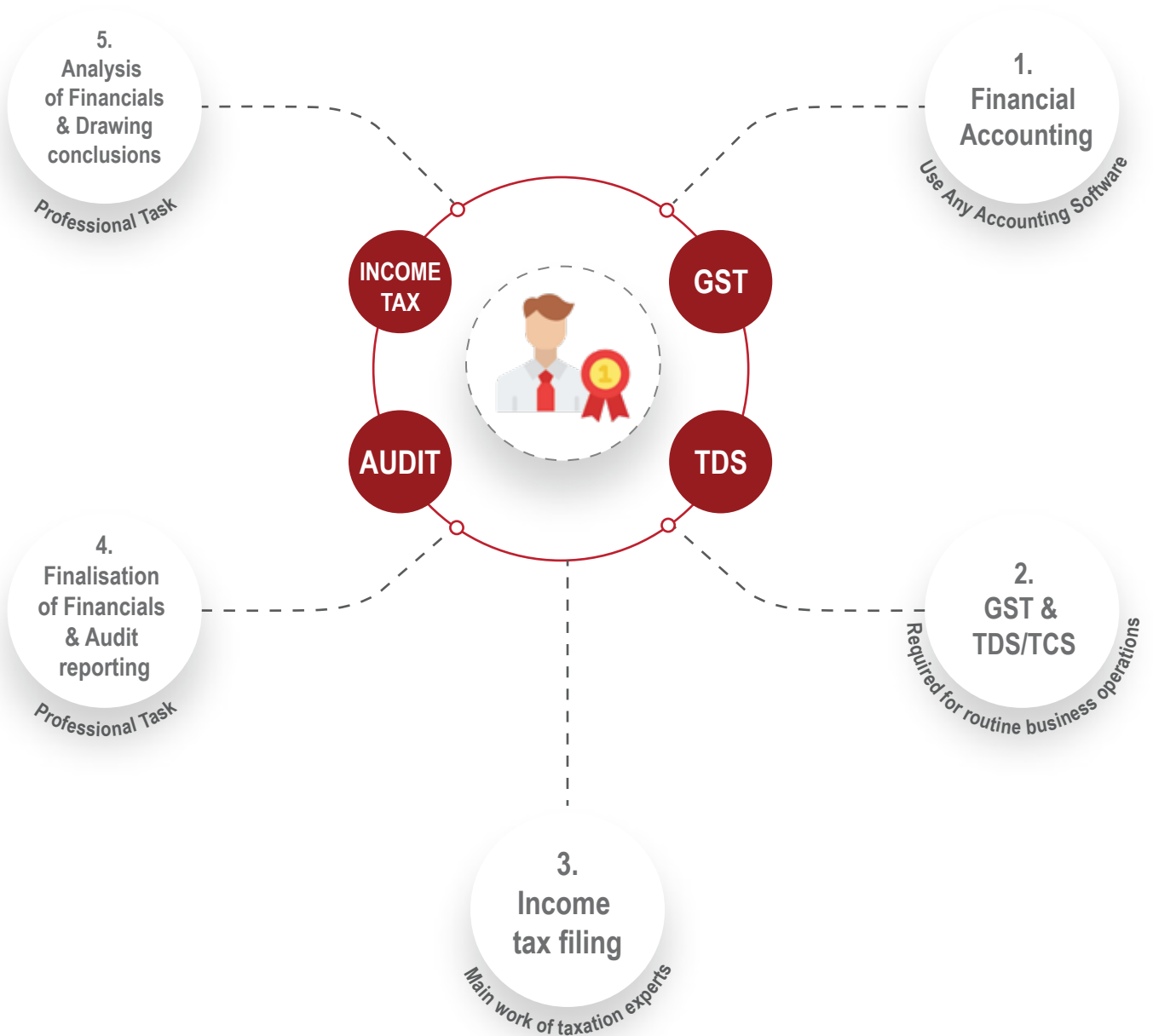


**3. Industrial project Assignments for Practice of the learners**



**4. Conducting Test series on the basis of practice**

# Learning structure for becoming a Finance & Taxation expert



# Meet the **Mentor**

Ankita Mahajan, A chartered Accountant by profession is in Practice since qualification. She comes from a joint business family from the city Jalandhar in Punjab State.

With a vision to make those persons highly skilled who have started their careers at the early stage of their life without getting proper professional knowledge & those who are having only bookish knowledge because of which they are not able to grab any job opportunity from the market, She started this online Practical training platform with a flexible timing & lifetime access.

She has taught hundreds of learners & each one of them praised her way of teaching, her knowledge, understanding & efforts she put for making their careers better. Her vision is to design & deliver the best at the affordable cost so that everyone with their salaries or pocket money could afford the professional learning experience in this expensive world.

With Munshi, Under the guidance of Ms. Ankita Mahajan we promise to equip you with the in-depth knowledge & Professional working experience which will not only protect your job in this competitive world, but also enable you for salary hikes & more working opportunities from the market.



# Profession of learners who usually join us & what benefit they get



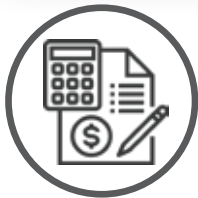
## Under Graduates, Graduates & Post graduates

They gain the knowledge & experience which they haven't got in their college curriculum which help them to crack interviews confidently & grab a job



## Senior Accountants

Professional level concepts are also covered here which are highly useful for the Senior Accountants as well.



## Working Junior Accountants

Junior Accountants face a lot of problems while working in their offices relating to Accounting entries in exceptional situations, taxation, Returns filing etc, All these problems got resolved after having a professional training from Munshi.



## Tax consultants/Experts

Indepth knowledge of taxation & analysis is covered with support for their real-time queries & problems during their actual working. A lot of students started their own consultancy firms after gaining the detailed knowledge from us.



## Tele-callers or other non finance staff

Some people got fed-up from the tele-calling work & the other works like store keeping etc after doing graduations or post graduations in commerce & they think that they are not rightly placed in their jobs. They get immense benefits after the finance & taxation training from us & they are now capable of shifting themselves to the Accounting & finance department in their company



## Sei-Qualified/Qualified-CAs, lawyers & CMAs

Professionals do not always have complete knowledge about everything, they also consider Munshi as a gap filler. Some professionals take taxation bundles, some take auditing. No one teaches you when you are a professional. So, they consider us as a very helpful alternative.



# Course Highlights

## Duration

5 months

## Lifetime access & Learn at anytime

You can access the course anytime after completion as well  
Learn as per your availability from your worklife

## Doubts resolution & Live Query sessions

Doubts related to your learning or real office  
work will be resolved within 24 hours.

## Course Fee

Total course fee is 2499/- (No Hidden Charges)

## EMI Options

EMI Options are available with some limitations

## 100% Money Back Guarantee

If You didn't like the course &

- - 20% course is not completed
- - Atleast 1 Live session is attended
- - You have a genuine reason then 100% of the course fee will be refunded without any deductions



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