



Varanasi No. 1 Institute in
Accounts | Banking | Excel | Taxation

Director Desk

Dear Reader,

MS-IPFA is an incorporated with the sole aim of empowering its students with practical knowledge to make them employable. In the ever-changing world of business where employment plays an on important role, the contribution of an Accounts Professional has become indispensable.

The need for Accounts Professional is very much prominent. Education is considered as the basic necessity and in India it is seen as a long term investment by parents and with respect to the demand still there is a huge supply gap.

MS-IPFA has recently collaborated with DITRP, IPFA also providing a platform to its students to be globally reorganized as proficient in Advance Excel certification on MS Excel and Professionally Accountant.

Students are given rigorous practice through Journal Entry Test and Live Project throughout the curriculum.

Along with Computerization, the role & Expectation from an Accountant is Changing as technological advances have revolutionized life on all front – accounting and its allied functions being no exception. The concept of an Accountant has Changed from a clerk or a mere book – keeper to a person forming an integral part of the company's management team which steers the company in its day to day working, which also means increased remuneration. The above scenario demands the people to be though in their subject and well equipped with latest technological application as well as work experience in a similar environment.

I invite to you the family of MS-IPFA with the assurance that the course chosen by you will lead you to a rewarding career.

Welcome to the first step of corporate stardom

With Best wishes

Jyoti Gupta, Director

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MODULES	CPFA	DPFA	ADCA
Business Computer Application IT Window MS- Office	✗	✓	✓
Business Accounting Basic of Accounting Journal Entries Discount Depreciation Stock Final Account Manage Book Account	✓	✓	✓
Tally Prime Program Accounting Inventory GST TDS Rep	✓	✓	✓
Advance Accounts & Inventory Program Bank Reconciliation Ledger Transfer Accounts Finalization Company Final Accounts Security Cont.	✓	✓	✓
Direct Tax Income tax TDS	✓	✓	✓
Indirect Tax Central Tax - IGST Local Taxes – SGST & CGST	✓	✓	✓
Business Communication Communication Skills Interview Skills Profession Skills	✓	✓	✓
Banking and Auditing Banking Auditing	✗	✓	✓
Advance Excel Advance Excel Application in Accounts and Finance	✗	✗	✓
PageMaker ~~Book Composing Magazine Publication~~			✗
Coral Draw Hand Bill Poster Visiting Card I-Card Flex Banner			✓
Photoshop Photo Creation Photo Mixing Photo Editing			✓



Benefits

Business Computer Application and Advance Excel

- Work on MS- word to perform lacks such as letters and mail merge
- Create edit and manage data in Excel spreadsheets, perform Excel modeling and data
- Prepare MIS reports using spreadsheets under Advanced MS Excel

Business Accounting

- Understand the impotence and basic of accounting
- Identify accounts documents, classify them into appropriate ledgers & manage book A/c
- Calculate stock, account for depreciation and reconcile bank statements while making final accounts.

Tally Prime Program

- Create ledgers and group with complete understanding of accounts and tax
- Pass journal entries, and create reports and analysis
- Infer tax implications for income tax, TDS, Goods & Service tax, and Local Taxes with in transactions, account for payroll including provident Fund (PF).

Additional Accounting Package

- An Institute may not be using only Tally. This module helps you familiarize with an additional accounting package that popular in your region.

Advance Accounts & Inventory Program

- Ensure all transaction have been covered error free
- Finalize the accounts after profit screening and yearend adjustments

Direct Tax and Indirect Tax

- Understand Tax concepts, maintain books of accounts and file tax return using simulates software helps in filling of returns Income tax, TDS, Goods & Service tax.

Banking and Auditing

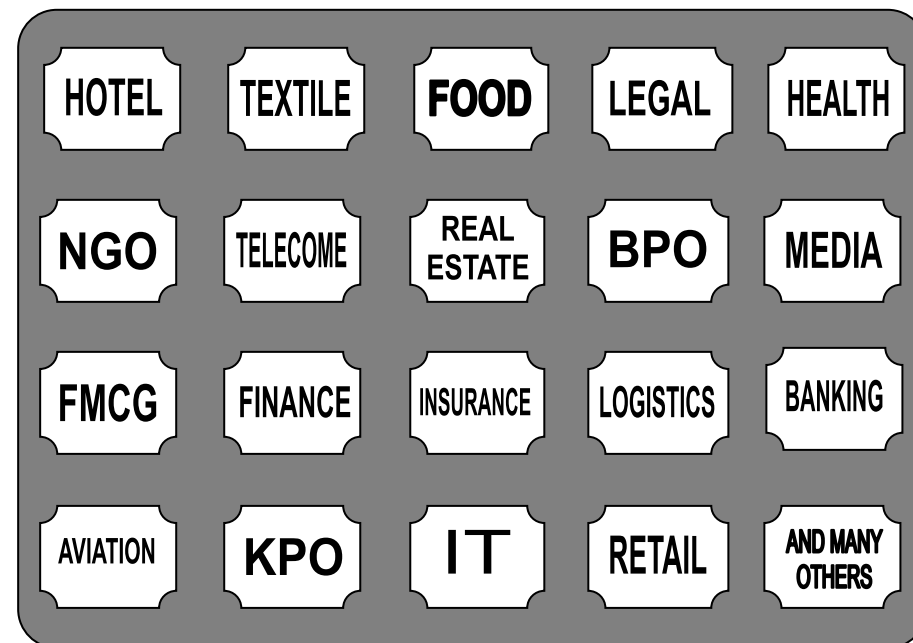
- Perform banking functions such as cheque management using banking online environment and e-taxation.
- Also understand the concepts of cost management and Auditing such as vouchering and verification.

Business Communication

- Appear for an interview with much confidence
- Have a great resume built for yourself and practice how a good professional work in a corporation environment empower yourself with skills such as making presentation, communication better and better e-mail etiquettes.



All business need accountants – you can also build a career in accounts and finance



**Can you name any
organisation
'That' can work
without Accountant?**





Manual Accountant

- Income Tax
- TDS
- GST
- IGST, CGST, SGST
- MIS Report
- Banking

Now uploading everything

- Tally
- MS Office & Adv. Excel
- Taxation
- Income Tax Planning
- Bank Reconciliation
- Cheque Printing
- Reports

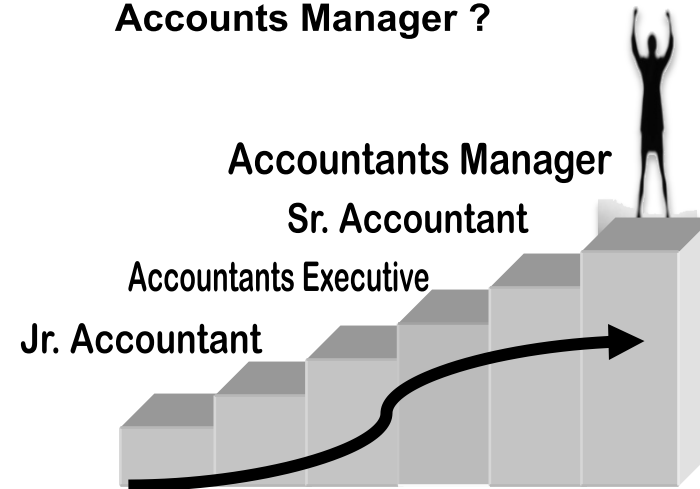


Computerised e-Accountant

Be a Computerised Accounts Manager



Do you want to become an Accounts Manager ?



An accountant has multiple career options

- | | |
|----------------------------|--------------------------------|
| ✦ SENIOR ACCOUNS EXECUTIVE | ✦ SENIOR EXECUTIVE (IN MNC) |
| ✦ SENIOR FINANCE EXECUTIVE | ✦ COMMERCIAL MANAGER |
| ✦ SENIOR ACCOUNTANT | ✦ EXECUTIVE ACCOUNTANT |
| | ✦ ACCUONTS & FINANCE EXECUTIVE |



 **MS-IPFA
ACADEMY**

Maa Sheetla Institute of Professional Financial Accounting

Mob.: 9044161610, 9335513601

Become an

**ACCOUNTS
MANAGER**

3 with
C.F.A.
D.F.A.
Tally+Excel
CERTIFICATION



CFA | DFA | TALLY



MS-IPFA ACADEMY

ACCOUNTS ! TALLY ! WORD ! EXCEL !

Hartirath, Crossing (Near Sahara Bank), Varanasi

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