

Skill Diploma in Digital Finance & Taxation

Build a career in Digital Finance & Taxation
Duration: 3 Months Course + 3 Months Internship



www.techno.academy

 CALICUT | UAE

About the course :

Our Skill Diploma in Digital Finance & Taxation at Techno Dot Academy of R&D&I equips you with essential accounting principles, hands-on experience in Odoo ERP, Tally, and Zoho Books, and a comprehensive Taxation Module covering GST, UAE VAT, and TDS/TCS.

What you will learn :



Computer Basics

- Components of Computer
- Basics of an Operating System
- Desktop Management
- Files & Folders

Odoo ERP Accounting

- Setting up the Organisation
- Day-to-Day Transactions
- Payment Follow-Up
- Bank Statements and Reconciliation
- Batch Deposit of Checks
- Multi-Currencies
- Reports and Financial Statements
- Closing the Fiscal Year
- Report Printing

Manual accounting

- Accounting Concepts Basics
- Accounting Terms and Rules
- Preparing Journal
- Ledger Posting
- Prepare Balance Sheet
- Adjustment Entries

Tally Prime

- Basic Function Keys in Tally
- Accounting and Inventory Masters
- Recording Transactions Through Accounting Vouchers
- Creating & Updating Party Ledger
- Sales in Accounting Invoice Mode
- Statutory & Taxation (GST, TDS etc.)
- Report Printing

Microsoft Office

- Introduction to MS Word
- Designing and Reviewing Document
- Adding Graphics and Table
- Introduction to Microsoft Excel
- Working on Data
- Working Data with Formula & Functions
- Working with Graphs

Zoho Books Accounting

- Sales Invoicing and Working on Estimate
- Purchase Tracking
- Bank Account Tracking
- Chart of Accounts
- Statutory & Taxation
- Prepare Financial Reports
- Reconciliation
- Basic Inventory
- Adding Banks and Payment Policy

Taxation

- Basics of Indirect Taxes
- Goods And Services Tax (GST)
- Input Tax Credit
- Registration under GST
- Filing & Return Under GST
- E-Way Bills
- Basic of TDS & TCS

UAE VAT

- Overview of VAT
- VAT Return

Why Techno Dot Academy?



Guaranteed Placement Assistance and Internship



Endorsed by IT Firm



Scholarships/Earn While Learn Option

Exit Profiles

- Finance Manager
- Accounts Manager
- Accounts Associate
- Finance Executive
- Accounts Executive
- Accounting Assistant

CALICUT

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