

# DEVAM'S MUNIMJI

Teaching • Training • Placement



PROVIDING  
SKILLED  
RESOURCES  
TO INDUSTRY  
SINCE 2012

## OUR STRENGTHS



Experts and Experienced  
Faculty Members



Extensive coverage of all Practical  
aspects of Accounts and Taxation



Comprehensive, Well researched and  
Updated course material



Practical Training Methodology



Connect through regular Seminars  
and Mobile updates



Regular Assessment & Monitoring



Industry Tie Ups for Placements



# WHY MUNIMJI?

## HISTORY

INCEPTION IN 2012 BY A GROUP  
OF CHARTERED ACCOUNTANTS

PIONEER IN THE FIELD OF  
ACCOUNTING, FINANCE AND TAXATION

RECOGNIZED VOCATIONAL TRAINING  
INSTITUTE

## ABOUT MUNIMJI

"Munimji" is a Specialised Accounting Training Academy which provides organized, formal and practical training on Accounting, Finance and Taxation and contribute towards creating the "Best Trained Professionals."

We comprehensively encompass all aspects and topics followed by adequate practical training with the ultimate objective of purposeful placement.

We aim to provide skilled resources to industry and fill the dearth of skilled and professional experts.

# MODULES

## Business Accounting

Fundamentals of Accounting | Different Books of Accounts | Journal Entries | Accounts Reconciliation

CCA

CCP



## Tally Prime

Creation/ Modification/ Deletion - Company, Masters & Vouchers | Accounts Only | Accounts with Inventory | Order Processing | GST Tracking Number | Backup & Restore | Bank Reconciliation | Cost Centre | Interest Calculation | Export Data | Actual Bill Entry | TDS Entry



## Direct Tax

Fundamentals of I.Tax | Heads of I.Tax | TDS - Concept, Provisions & Returns | PAN & TAN | E-Filing ITR | Online Training  
Computation of Total Income & Tax Liability | Tax Audit



## Indirect Tax

Meaning of Supply | Time of Supply | Place of Supply | Valuation Rules | Input Tax Credit | Registration | Accounts & records  
Invoice | Payment of Tax | Returns | TDS | E-Way Bill | Job Work | Misc. Provisions



## MS Excel

Basics & Advance Excel formulas | Pivot Table | V-look up | Advance Filter | Data Validation | If & or nested If | Count If | Sum If



## Business Communication ( SS/PD )

Personal Interview Skills | Professional Body language | Work place Etiquettes | E-Mail Correspondence | MS Power Point & MS Word



## Banking

Fundamentals of Banking | Different Types of Bank Deposits & Bank Loans | Banking Instruments | Letter of Credit & Bank Guarantee | Banking Facilities



## Payroll Processing ( PF/ESIC/P.Tax/S&E Certificate )

Fundamentals of PF/ESIC | Maintenance of Records | Payroll Processing | E-Payment & E - Returns | Registration form of P.Tax  
Registration under S and E Act | Return and Payment



## Finalisation of Books of Accounts

Imp. Adj. of Different Entities | Depreciation | Ledger Scrutiny | Imp. Points of Finalisation of Accounts



## Import/Export

Project Finance | Export Finance | EEFC & ESCROW Account | Custom Duty | Import/Export Costing | Internal Payment Term



## Auditing & Company Law ( MCA )

Auditing - Concept | Importance of Audit | Statutory Audit | Internal Audit | Documentation of Audit  
Co. Law - Basic Understanding | Different Types of Organisation | Annual Compliances | MCA-21



## MIS Reporting



## CAREER IN ACCOUNTS & FINANCE

- Requirement of every organisation
- Offers excellent Job prospects & Opportunities
- Linking - Pin for all functions
- Offers steady career growth - both horizontally and vertically
- Huge demand of Professionals in GST Regime
- Always remain at a core

## INDUSTRY EXPECTATIONS FROM ACCOUNTS AND FINANCE PROFESSIONAL

- To correctly & accurately account for all monetary transactions
- To follow all accounting principles, standards & norms
- To cater to the information requirements of all stake holders
- To act as a watch dog for financial propriety
- To comply with all statutory requirements bearing on Book keeping



**MUNIMJI 'MOBILE APP'**  
BECOME AN ACCOUNTING  
EXPERT WITH  
PROFESSIONALS



## INDICATIVE SALARY



\*Salary may vary on the basis of their skills and location.

### INDUSTRIES WE PLACE IN



BFSI



Education



Media



Real Estate



Telecom



Textile



FMCG



Healthcare



Coaching



Manufacturing



Service



Retail

### CAREER OPPORTUNITIES

Accounts | Audit | Taxation | Finance As

Manager

Sr. Executive

Sr. Accountant

Asst. Manager

Executive

Accountant

PROVIDES AMPLE SCOPE TO CLIMB TO  
HIGHER POSITIONS AS GENERAL MANAGER/  
FUNCTIONAL HEAD CREATING VALUE





## Head Office

323, Devpath Complex, B/h Lal Bungalow, Off. C.G. Road,  
Ahmedabad

Ph. : (079) 4030 66 22 | M. : 955 855 66 22

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## Branches

Kalol | Mehsana