

SKILLSHORT | ISO-CERTIFIED INSTITUTE

ACCOUNTS EXPERT PROGRAM

BASIC + ADVANCED ACCOUNTING**18-Month Career Development Program****100% JOB GUARANTEE**

Learn Skills. Get Placed. Grow Your Career.

ACCOUNTING

FINANCIAL REPORTING

TAXATION

Training Under
Chartered Accountants

ABOUT SKILLSHORT

BUILDING SKILLS. BUILDING CAREERS. BUILDING FUTURES.

Established in 2017, Skillshort Edulife Pvt. Ltd. is an ISO-certified training institute offering practical Accounting and Finance education under Chartered Accountants, with a **100% Job Guarantee**.

Our **18-Month Accounts Expert Program** combines basic training, job placement, real-world work experience and advanced accounting skills to help students build successful careers.

WHY SKILLSHORT?



Training Under Chartered Accountants



100% Job Guarantee



Practical Training with Real Client Data



Basic + Advanced Accounting Training



Advanced Sunday Classes After Placement



Interview Preparation & Career Guidance



Lifetime Placement Support



Access to Digital Learning Resources



Our Mission: To make students job-ready and help them grow into skilled accounting professionals.



OUR FOUNDERS

GUIDED BY EXPERIENCED CHARTERED ACCOUNTANTS



CA SUMIT SURANA

Director, Skillshort Edulife Pvt. Ltd.

CA Sumit Surana's journey from academic struggles to becoming a Chartered Accountant reflects the power of determination, consistent effort and practical learning.

With a strong commitment to professional education, he has mentored aspiring accountants and helped students develop the confidence and job-ready skills required in the accounting industry.



CA, CS RUPA JAIN DAGA

Co-Founder, Skillshort Edulife Pvt. Ltd.

A Chartered Accountant and Company Secretary, CA Rupa Jain Daga is an alumna of St. Xavier's College, Kolkata.

Recognized for her academic excellence and dedication to education, she has also received the Women Excellence Award from ICAI in Eastern India.

Her vision is to make quality, industry-relevant accounting education accessible and affordable for students and working professionals.



Our Founders' Vision: To provide students with the practical knowledge, professional skills and ongoing mentorship needed to build rewarding careers.

KEY HIGHLIGHTS

WHY CHOOSE THE ACCOUNTS EXPERT PROGRAM?



18-Month Program

Basic + advanced career training



100% Job Guarantee

Placement after basic training



Training Under CA

Learn from qualified professionals



2-Month Basic Training

Monday to Friday classes



Advanced Career Growth

Targeted 20–50% salary hike



Sunday Advanced Classes

Designed for working professionals



Practical Learning

Real accounting workflows



Lifetime Placement Support

Continued career assistance

ONE PROGRAM. TWO LEVELS. A COMPLETE CAREER JOURNEY.

Not just accounting education — a structured pathway from learning basic skills to becoming a more capable and experienced accounting professional.





Skillshort

ISO CERTIFIED



YOUR 18-MONTH CAREER JOURNEY

LEARN → GET PLACED → GAIN EXPERIENCE → UPSKILL → GROW

Unlike traditional courses that end with classroom training, the Accounts Expert Program is designed to support students throughout the early stages of their accounting careers.

1



PHASE 1 - BASIC ACCOUNTING TRAINING



Month 1-2

Learn Accounts, Tally Prime, GST, TDS and Advanced Excel through practical training.

Schedule: Monday to Friday.

2



PHASE 2 - JOB PLACEMENT



After Basic Training

Complete interview preparation and participate in placement opportunities to begin your career in Accounting and Finance.

3



PHASE 3 - REAL-WORLD EXPERIENCE



First 2 Months After Placement

Work in an organization, understand real accounting processes, handle day-to-day responsibilities and identify practical workplace challenges.

4



PHASE 4 - ADVANCED ACCOUNTING TRAINING



Begins After 2 Months of Work Experience

Join Sunday classes while continuing your job. Learn GST Return Filing, TDS Return Filing and Accounts Finalisation through practical applications.

5



PHASE 5 - PROFESSIONAL GROWTH



Within the 18-Month Journey

Apply your advanced knowledge, strengthen professional capabilities and prepare for higher responsibilities and improved salary opportunities.



WHY THIS LEARNING MODEL WORKS

Students learn basic accounting skills first, gain real workplace experience and then study advanced topics with a better understanding of how those skills are used in actual jobs.



Note: The 18-month duration refers to the overall development program. Advanced training starts after two months of post-placement experience; the exact number of Sunday sessions will be specified in the academic schedule.

BASIC ACCOUNTING PROGRAM

BECOME JOB-READY IN JUST **2 MONTHS**

LEVEL 1 – FOUNDATION & JOB READINESS



Duration
2 Months



Class Schedule
Monday to Friday



Eligibility
12th Pass
(Commerce & Non-Commerce)

FIVE CORE SUBJECTS

1



ACCOUNTS

Understand accounting fundamentals, debit-credit rules, journal entries, ledgers, trial balance, financial transactions and financial statements.

2



TALLY PRIME

Learn company creation, ledger masters, accounting vouchers, GST transactions, bank reconciliation and accounting reports.

3



GST

Understand GST fundamentals, registration, tax invoices, ITC, RCM, GST entries and basic GST compliance.

4



TDS

Learn TDS concepts, important sections, deduction calculations, accounting entries and essential compliance requirements.

5



ADVANCED EXCEL

Learn essential formulas, lookup functions, Pivot Tables, data cleaning, reporting techniques and practical Excel applications used in accounting departments.



TRAINING GOAL: To develop the practical accounting skills, software knowledge and professional confidence required to start an entry-level accounting career.



BASIC ACCOUNTING PROGRAM

DETAILED CURRICULUM | 2 MONTHS

1 MODULE 1 – ACCOUNTS



- 1 Accounting Fundamentals & Golden Rules
- 2 Debit, Credit & Journal Entries
- 3 Ledger Posting & Trial Balance
- 4 Cash Book, Bank Book & BRS
- 5 Purchase, Sales & Expense Entries
- 6 Trading A/c, Profit & Loss A/c and Balance Sheet

2 MODULE 2 – TALLY PRIME



- 1 Company Creation & Ledger Masters
- 2 Purchase, Sales & Accounting Vouchers
- 3 GST & TDS Entries in Tally
- 4 Inventory & Stock Management
- 5 Bank Reconciliation & Outstanding Reports
- 6 Profit & Loss, Balance Sheet & Practical Project

3 MODULE 3 – GST FUNDAMENTALS



- 1 GST Basics – CGST, SGST & IGST
- 2 GST Registration & Tax Invoices
- 3 Input Tax Credit (ITC) & Blocked Credit
- 4 Reverse Charge Mechanism (RCM)
- 5 GST Purchase & Sales Entries
- 6 GST Reconciliation Basics

4 MODULE 4 – TDS FUNDAMENTALS



- 1 TDS Basics & Important Sections
- 2 Applicability, Rates & Threshold Limits
- 3 TDS on Salary, Rent & Professional Fees
- 4 TDS Calculation with & without GST
- 5 TDS Accounting Entries
- 6 TDS Payment & Compliance Basics

5 MODULE 5 – ADVANCED EXCEL



- 1 Data Formatting, Sorting & Filtering
- 2 IF, SUMIF, SUMIFS & COUNTIFS
- 3 VLOOKUP, XLOOKUP & INDEX-MATCH
- 4 Pivot Tables & Pivot Charts
- 5 Data Cleaning & Conditional Formatting
- 6 MIS Reports & Practical Excel Assignments



PRACTICAL TRAINING

REAL ACCOUNTING WORKFLOWS

JOB-READY SKILLS

PLACEMENT & STARTING SALARY

YOUR FIRST ACCOUNTING JOB STARTS HERE!

After completing the two-month Basic Accounting Program, eligible students enter the placement process to begin their professional journey.



100% JOB GUARANTEE



Expected Entry-Level Salary Ranges



CLASS 12 PASS /
NON-COMMERCE BACKGROUND

₹10,000 – ₹15,000

Expected starting monthly salary



COMMERCE BACKGROUND

₹12,000 – ₹18,000

Expected starting monthly salary



POTENTIAL JOB ROLES



Junior Accountant



Accounts Assistant



Accounts Executive



Billing Executive



Tally Operator



GST & Accounts Assistant



Finance Assistant



Accounts & Back-Office Executive



PLACEMENT PREPARATION



Students receive career-focused assistance through CV building, interview preparation, mock interviews and guidance on workplace expectations.



CV BUILDING



MOCK
INTERVIEWS



EXPERT
GUIDANCE



Our Commitment: We prepare students with practical accounting knowledge and support them through the placement journey.



Salary figures are indicative targets, not guaranteed compensation. Actual offers depend on employer, role, location, skills and interview performance. The 100% Job Guarantee is a proposed contractual promise and should be supported by clearly documented eligibility, interview participation and placement terms.



ADVANCED ACCOUNTING PROGRAM

UPSKILL AFTER GETTING A JOB.

LEVEL 2 – ADVANCED PRACTICAL ACCOUNTING

Your job is just the beginning of your accounting career.

After 2 months of work experience, students join **Sunday advanced classes** to build stronger practical skills and grow in their career.



ADVANCED CLASSES Every Sunday

Designed for working professionals



THREE ADVANCED SPECIALIZATIONS

01



GST RETURN FILING

Learn practical GST return preparation, reconciliation and filing.

02



TDS RETURN FILING

Learn TDS challan preparation, return filing and compliance procedures.

03



ACCOUNTS FINALISATION

Learn year-end adjustments, reconciliations and final account preparation.



WHY AFTER PLACEMENT?

With real job experience, students understand advanced topics better and can apply them directly in their workplace.



**WORK ON WEEKDAYS.
UPSKILL ON SUNDAYS.**



ADVANCED ACCOUNTING PROGRAM

DETAILED CURRICULUM | SUNDAY CLASSES

GST
TDS
FINAL ACCOUNTS

01 MODULE 1 – GST RETURN FILING

- 1 GST Concepts & Fundamentals
- 2 Reverse Charge Mechanism (RCM)
- 3 Input Tax Credit (ITC)
- 4 GSTR-1 Return Preparation & Filing
- 5 GSTR-1A – Amendments & Corrections
- 6 Invoice Management System (IMS)
- 7 GSTR-2B – ITC Statement
- 8 GSTR-2B Reconciliation
- 9 GSTR-3B Preparation & Filing
- 10 GSTR-9 – Annual Return
- 11 GSTR-9C – Reconciliation Statement



02 MODULE 2 – TDS RETURN FILING

- 1 Important TDS Sections & Applicability
- 2 TDS Calculation & Deduction
- 3 TDS Challan Creation & Payment
- 4 TDS Return Preparation & Filing
- 5 TDS Challan Correction
- 6 TDS Return Rectification & Correction
- 7 TDS Certificate Generation (Form 16 & Form 16A)



03 MODULE 3 – ACCOUNTS FINALISATION

- 1 Finalisation of Accounts
- 2 Trial Balance Review & Error Rectification
- 3 Schedule III – Financial Statement Preparation
- 4 Cash Flow Statement Preparation



ADVANCED LEARNING OUTCOME

Master Practical GST Filing, TDS Compliance & Accounts Finalisation.

Develop the skills required to manage statutory compliance, prepare financial statements and handle advanced accounting responsibilities with confidence.



REAL-WORLD
PRACTICAL TRAINING



ADVANCED
ACCOUNTING SKILLS



CAREER
GROWTH

CAREER GROWTH & SALARY HIKE

FROM FRESHER TO SKILLED ACCOUNTING PROFESSIONAL

UPGRADE YOUR SKILLS. GROW YOUR SALARY.

After completing advanced training and gaining practical work experience, students can pursue better job opportunities and higher salaries.



POTENTIAL SALARY HIKE
20% – 50%



SALARY GROWTH EXAMPLES

Current Monthly Salary	After 20% Hike	After 50% Hike
₹10,000	₹12,000	₹15,000
₹12,000	₹14,400	₹18,000
₹15,000	₹18,000	₹22,500
₹18,000	₹21,600	₹27,000
₹20,000	₹24,000	₹30,000

CAREER OPPORTUNITIES

After completing advanced training and gaining relevant experience, students may pursue roles such as:



Accounts
Executive



Senior
Accountant



GST & TDS
Executive



Accounts
Finalisation
Executive



Finance
Executive



LEARN



GET PLACED



GAIN
EXPERIENCE



UPSKILL



EARN MORE

STUDENT SUPPORT & PLACEMENT

YOUR CAREER. OUR COMMITMENT.

At Skillshort, we support students from practical training to job placement and long-term career growth.



YOUR JOURNEY WITH SKILLSHORT



DIGITAL LEARNING SUPPORT

Skillshort's learning platform helps you learn and practice anytime, anywhere.


Live & Recorded Classes
Study Materials & Assignments
Quizzes & Assessments
Student Progress Tracking

OUR RECRUITMENT NETWORK

Local Companies & Accounting Firms


Imperial Jewellery**Saraf & Chandra LLP**
Chartered Accountants **RealBooks**
Business Simplified
AUM Capital
Ashoka Exports
Allied Pumps
Bharat Roadways
Disha Consultancy
ABM

And Many More...



LEARN WITH SKILLSHORT.
GET PLACED. KEEP GROWING.



COURSE FEES & PAYMENT OPTIONS

INVEST IN SKILLS. BUILD YOUR FUTURE.

18-MONTH ACCOUNTS EXPERT PROGRAM

Basic + Advanced Training | CA Mentorship | Placement Support



REGULAR COURSE FEE

₹35,000

PAYMENT OPTIONS



ONE-TIME PAYMENT
BEST OFFER

₹25,000

SAVE ₹10,000

Pay the full amount
at admission.



TWO-INSTALLMENT
PLAN

₹30,000

SAVE ₹5,000

- At Admission: ₹15,000
- After 1 Month: ₹15,000



EASY
12-MONTH EMI

₹2,917/month

12 Monthly EMIs |
Total ₹35,004



ONE PROGRAM. TWO LEVELS.
A BETTER CAREER.





Skillshort

ISO CERTIFIED



ADMISSIONS & CONTACT

YOUR ACCOUNTING CAREER BEGINS HERE!

LEARN TODAY. GET PLACED. GROW TOMORROW.

Join Skillshort's 18-Month Accounts Expert Program and build your career with practical training and placement support.

WHY JOIN SKILLSHORT?



Basic + Advanced Accounting Training



Practical Training with Real Client Data



Training Under Chartered Accountants



Advanced Sunday Classes After Placement



100% Job Guarantee*



Lifetime Placement Support

OUR OFFLINE CENTRES



MINTO PARK

230A, AJC Bose Road,
Chitrakoot Building,
2nd Floor, Room No. 29,
Kolkata - 700020



SOVABAZAR

76A, Jatindra Mohan Avenue,
Near Shobhabazar
Metro Gate No. 2,
Kolkata



RABINDRA SAROVAR

35B, Deshapran Shasmal Road,
Near Rabindra Sarovar
Metro Gate No. 6,
Kolkata - 700033



ENROLL NOW!

Skillshort Edulife Pvt. Ltd.



Call / WhatsApp: **+91 98313 38563**



Email: **info@skillshort.com**



SKILLSHORT - PRACTICAL SKILLS. BETTER CAREERS.



*100% Job Guarantee subject to admission terms and eligibility conditions.