



wezen
Academy for Accounting

ADVANCED PRACTICAL ACCOUNTING

— AND —

COMPANY MANAGEMENT TRAINING PROGRAM



Practical
Knowledge



Industry
Exposure



Job-Ready
Skills



SYLLABUS

Modules

Module 1

Business Environment & Company Formation

- Overview of GCC & Indian business frameworks

Types of business entities:

- GCC: Sole Proprietorship, LLC, Establishment, Freezone
- India: Proprietorship, Partnership, LLP, Private Limited
- Licensing & registration procedures
- MOA / AOA / Partnership deed
- Shareholding & ownership structure
- License renewal, amendments, closure

Module 2

Accounting Fundamentals

- Accounting principles & standards: IFRS (GCC) / Ind AS (India)
- Chart of Accounts setup
- Source documents & bookkeeping process
- Day-to-day accounting entries
- Cash, Bank & Petty Cash accounting
- Accounts Receivable & Payable management

Module 3

Accounting Software Training

- Tally Prime (India & GCC versions)
- Zoho Books (VAT/GST compliant)
- Quickbooks
- Company setup & configuration
- Live transaction entry
- Bank reconciliation & error correction
- Handling real client data



Modules

Module 4

Payroll & Labor Compliance

- Payroll & Labor Compliance

Types of business entities:

- Payroll processing (GCC & India)
- WPS system overview (GCC)
- Salary calculation, deductions & compliance
- Gratuity / EOSB (GCC)
- PF, ESI, Professional Tax (India)
- Payroll accounting entries

Module 5

Indirect Taxation

GCC

- VAT registration & compliance
- Input/Output VAT, reverse charge
- VAT return filing on FTA portal
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INDIA

- GST framework & registration
- CGST, SGST, IGST
- Input Tax Credit (ITC)
- GST return filing (GSTR-1, GSTR-3B)



Modules

Module 6

Direct Taxation

GCC

- Corporate Tax overview
- Taxable persons & exemptions
- Corporate Tax registration & filing

INDIA

- Income Tax Act overview
- Heads of income & TDS provisions
- Tax computation & filing practice

Module 7

Financial Statements & Reporting

- Trial Balance preparation
- Adjusting entries
- Profit & Loss, Balance Sheet, Cash Flow Statement
- MIS & management reporting
- Auditor-ready financial statements

Module 8

Audit & Assurance

- Audit principles & types (Statutory/Internal/Tax Audit)
- Audit planning & risk assessment
- Vouching & verification
- Working papers & final audit reports
- Exposure to real audit files



Modules

Module 9

Regulatory & Statutory Compliance

- GCC
- ESR compliance
- AML/KYC
- UBO filing
- ICV documentation
- India
- ROC & MCA compliance
- Annual filings & statutory registers

Module 10

Professional Practice & Client Handling

- Drafting Emails & Reporting
- Client coordination & professional communication
- Handling deadlines & queries
- Ethics & confidentiality
- Real office work environment exposure

Module 11

Real-Time Practical Training

- Live work exposure on GCC & Indian client files
- Supervised real assignments
- Work execution under deadlines
- Performance evaluation & industry readiness

**LEARN TODAY,
LEAD TOMORROW**



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