



TALENTICA INDIA PVT. LTD.



<https://ykttalentica.com/>

YKT – Youth to explore **K**nowledge & **T**alent



YKT Talentica India Pvt.Ltd.

Accounting, Taxation, Payroll, Training & Consultancy Services

CIN – U74999PN2018PTC179328

GST No. - 27AABCY0422C1ZV

Company Overview

Our vision is to create value for our stakeholders. We've been in this business for over 15 years, and have helped a lot of our clients to expand their business, manage their finances well, and also help them develop human resource skills. We deal in a wide range of corporate as well as non-corporate services right from Accounting, Auditing, and Taxation to Corporate/ Non-Corporate Training to Placements.

Today, every business intends to grow. Nevertheless, often, the non-operational tasks such as staff training and development, financial management, recruitment, etc. which aren't really associated with the core business, consume a lot of the business owner's time, thus leaving the decision makers with very little time to focus on core operational and business expansion part. In such a situation, YKT Talentica is the business associate that would help business owners focus on the business expansion aspect by taking care of the other administrative tasks such as staff training, workforce development, financial management, recruitment, and by offering outsourcing services.

YKT is committed towards serving the industry with skillful labor. The curriculum designed for trainees supports our vision. YKT intends to bridge the industrial need for brainy and skillful candidates by conducting industry specific seminars & through placements.

YKT believes in transformation. It provides the platform for the trainees who dwell in the present with the dream of future. As Lord Buddha rightly said, "We are shaped by our thoughts, we become what we think".

**"Enlighten your Dreams, Enlighten your Minds, and hence enlighten your soul...
And reflect its rays to light up the poorly vulnerable lives."**

Office at: "Sangameshwari", 604, Plot No.36A, Opposite to PL Deshpande Garden, Navshya Maruti Chowk, Near BK Automobiles, Sinhgad Road, Pune – 411030.

Contact: 9405304345 / 9657011560

Email: support@ykttalentica.com



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TEAM



Kush Shriram Tapas

- FCA, M.Com, CISA, DISA, CEH, FAFD (ICAI)
- 15+ Years of practicing experience in the chartered accountancy profession
- Managing Partner at "Tapas & Co. Chartered Accountants"
- Expertise in accounting profession with forensics and outsourcing activities
- Investment, financial consultant and tax planner
- Training advisor to comptroller & auditor general (C&AG) of India
- Corporate trainer for establishing accounting system, internal controls, GST, income tax and IT-ethical hacking aspects
- Regular faculty for co-operative training institutes & visiting faculty for various colleges
- Conducted around 800 lectures in last 15 years



Akshaya Dilip Ghadge

- Over 8 years of hand-on experience in the chartered accountancy profession
- Master in Income Tax, GST, internal controls and audits
- Handy experience for large assignments of financial accounting, reconciliations, MIS, payroll etc.
- Experienced trainer for the co-operative and financial sector
- Heads our operations department
- Associated with Tapas & Co., Chartered Accountants from last 8 Years
- Conducted around 100 lectures in last 3 years

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PRINCIPAL CONSULTANT



Amrut B. Purandare

- Culturally developed, elder son of Padma Vibhushan Baba Saheb Purandare & close-to-heart personality in Pune
- Owner at Purandare Prakashan publishers and FX Studio
- Over 35 years of marketing experience with tremendous knowledge about the industry
- Techno-savvy & borne-artist started his career as head of R&D segment of Philips India Ltd.
- Professionally groomed, he has served as the Vice-President for Lokseva Co-operative Bank & partnered himself with Citi Bank for Credit Card Marketing and Home Loan Distribution.



Hemant Joshi

- Meritorious Hemant is B. Tech. from Pantnagar University.
- Specialized skills in personal financial planning and is a registered broker with SEBI for mutual funds and insurance
- Known as a dynamic personality in the John Deere group with a service of 32 years in all the segments of the company
- Technical training mentor for employment of local youths in harvester operations under Governments Skill Development Program
- Believes in customer insight and relationship management

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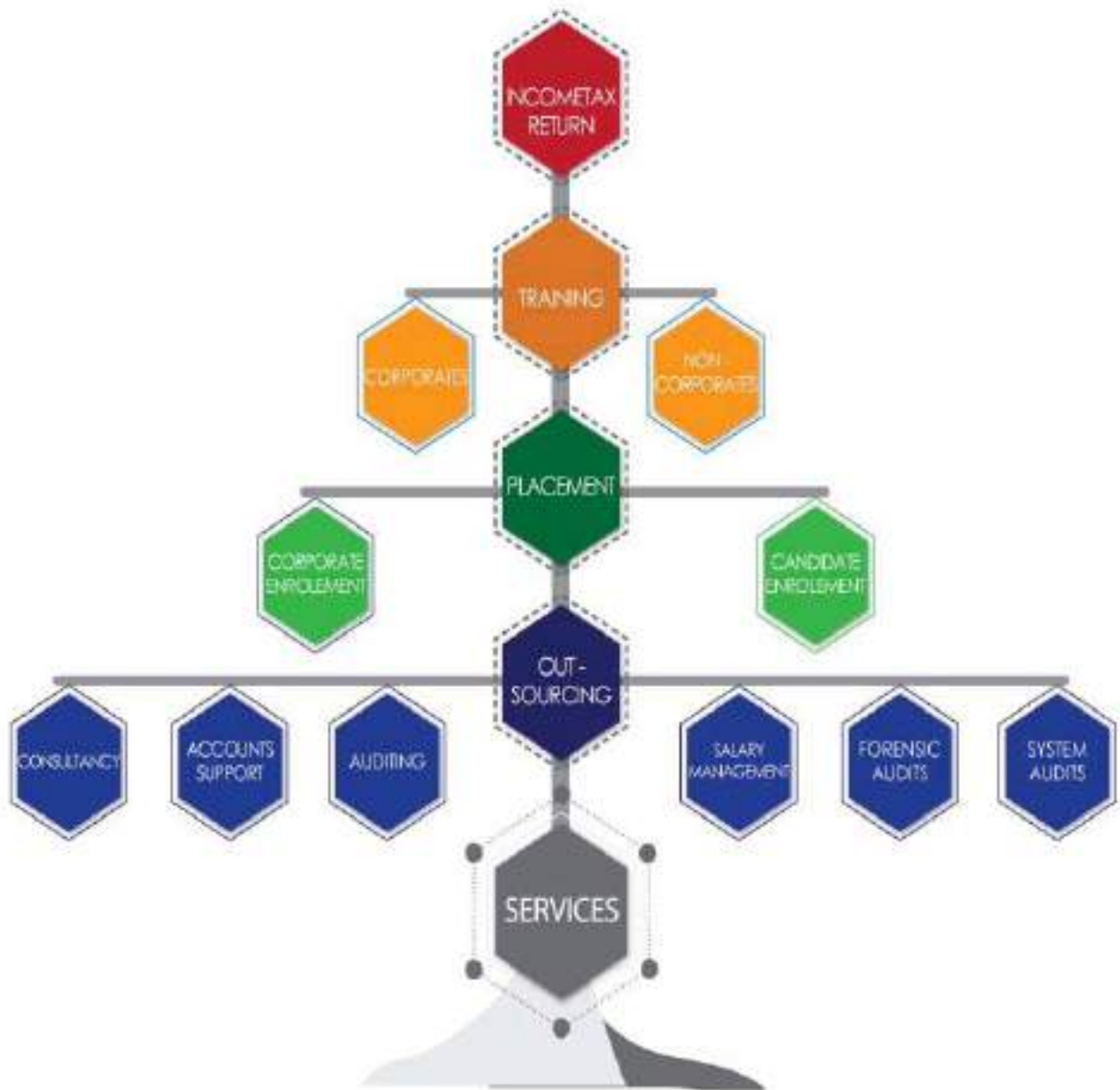
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SERVICES TREE



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TRAINING FOR CORPORATES

Today, every corporate looks for candidates who have the ability to perform multiple tasks, coupled up with professional intellect required to excel in the industry. Speed, skill and scale are three elements those constitute the need of the time. Without '3S' & multiple skill-set, it is impossible to achieve the desired levels of performance and results.

YKT conducts seminars with an objective to help trainees live up to the expectations of the employer. **YKT provides Onsite Practical Training with Theoretical base on the listed topics.**

Basis for Designing the Content

- Nature of the industry the client belongs to
- Best Industrial Practices
- Class of trainees to be addressed

- Topic to be Addressed



Benefits of the Seminar

- Bridge the gap between theoretical knowledge & practical Execution
- Helps to groom the trainees knowledge-wise resulting in conceptual clarity
- Helps to develop the interest in job profile.
- Trainees to become more productive & accountable

Topics for Seminar

- Understanding of the Financial Statements
- Accounting
 - Accounting Standards
 - Important provision of income tax
 - Important provision of GST Act
 - Application of different laws pertaining to entity
- Payroll Processing & Provisions of Income Tax
- Goods And Service Tax
- Income Tax – Provisions, Tax deducted at Source and Statement of Financial Transactions.
- Others – As per the corporate need

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TRAINING

FOR NON-CORPORATE/ STUDENTS



YKT serves as the one-stop solution for those candidates who want to learn quickly and get ready for the job. The curriculum is designed to impart practical knowledge to students. This will help the candidates to increase their market value. **Our objective is to create good accountants, consultants and not merely the degree holders.**

YKT will meet its objectives under the guidance of **professional faculties, corporate veterans and with you.**

What candidates need to do?

- Enroll for the course
- Attend the course regularly and with complete dedication
- Spend 15-20 minutes daily for revision
- Qualify for the exam and attend it.
- Get Ready for the job

Benefits of Classroom Training

- Helps the candidate to get ready for the Industry
- Hand-on practical experience of the theoretical knowledge
- Improving the candidate's competency level
- Soft-skills development
- Awareness about the industry and economy requirements

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CURRICULUM FOR NON-CORPORATE / STUDENTS TRAINING

1. Accounting

- Basics of Accounting
- Preparation of Vouchers
- Understanding the Banking Transactions
- Bank Reconciliation Statements
- Exercise on Accounting Entries
- Statute Awareness
- Difference between DEO& Accountant
- Accounting Standards
- Report Generation
- FAQ

2. Auditing

- Basics of Auditing
- Standards on Auditing
- Internal Controls and Financial Reporting
- Audit under Companies Act
- Audit under Income Tax Act
- Audit under GST Act
- FAQs

3. Income Tax

- Basics of Income Tax
- Five Heads of Income
- Deductions under Chapter VIA
- Exemptions u/s. 10
- Agricultural Income Vs. Non-Agricultural Income
- Clubbing of Income
- Set-Off of Taxes
- Filing of Income Tax Return
- FAQs

4. Tax Deducted/ Collected at Source

- Basics of TDS, TCS
- Filing of TDS Returns
- Revision of TDS Returns
- Filing of 26QB
- Generation of Form 16A/B
- FAQs

5. Statement of Financial Transactions

- Importance & Applicability
- Filing of SFT Returns
- FAQs

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CURRICULUM FOR NON-CORPORATE / STUDENTS TRAINING

6. Payroll Management

- Process Flow
- PF Return Filing
- ESIC Return Filing
- Employees Investment Proof Verification
- Generation of Form 16
- FAQs

7. Goods and Service Tax & Professional Tax

- Basics of GST Act
- Registration under GST Act, PT Act
- Filing of GST Returns
- Filing of PT Returns
- FAQs

8. Financial Management

- Basic Concepts
- Capital Budgeting
- How to read Financial Statements
- Investment Planning
- Tax Planning

9. Soft Skills

- Tally Accounting Software & Features
- MS Word
- MS Excel
- Internet
- Resume Building

10. Body Language & Interview Preparation

- Basics of Body Language
- How to get ready for Interview
- Preparatory notes for Interview

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OUTSOURCING

-----CONSULTANCY-----

BUSINESS SET-UP

YKT helps its clients to establish their dream organization & makes 'India Market Entry' possible for them. Our experts will offer advice & assist you in streamlining and executing registrations from the government authorities so that you can focus on the core aspects of the business. For a better understanding, clients need to opt for the following registrations.



- | | |
|-----------------------|------------------------------|
| 1. Constitutional Act | 5. PT Act |
| 2. MSME Registrations | 6. PF Act |
| 3. Income Tax Act | 7. ESIC Act |
| 4. GST Act | 8. Industry specific, if any |

PROCESS FLOW SET-UP



Our Team will assist you in establishing the accounting system with proper internal controls. Set up the process flow to include proper documentation, voucher format preparation, establishing data entry systems & internal controls in the form of SOPs. Once it is established, either you can outsource the accounts management to YKT & rest assured that our team would hand-over the accounts to your accountant.

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INTERNAL CONTROLS

Internal Controls are required by the law & to safeguard the organization against frauds and errors.

Effective internal controls minimize the risk of asset loss, and ensure that the information is complete and accurate, financial statements are reliable, and the operations are conducted in line with the provisions of the applicable laws and regulations. An effective system of internal controls established by YKT protects the management plan in two ways.



1. Minimizing opportunities for unintentional errors or intentional fraud that may harm the plan.
2. Discovering small errors before they become big problems.

INVESTMENT CONSULTANCY



Investment consultancy includes the range of products viz. corporate FDs, insurances, mutual funds etc. Our experts offer the client specific services considering their portfolio & future plans. Our consultancy helps our clients to achieve their financial objectives. Properly planned investments helps to achieve long-term, mid-term & short-term financial objectives with tax efficiency.

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TAX PLANNING

Tax planning is an essential part of the financial plan. Our experts look at tax planning beyond income tax. Proper tax planning includes both direct & indirect taxes. YKT helps its clients to avoid the taxes over its evasion. Our consultancy ranges from corporate to non-corporates and from tax gain-loss harvesting, Base Erosion and Profit Shifting (BEPS) to tax planning for individuals. Our experts help to avoid cash blocking by managing taxes efficiently.



LABOUR LAWS



Labour law consulting is important for business whether big or small. Consultancy shapes the employers' responsibilities. Laws are made with the intention to protect the employees' interest. Hence, it is imperative for every organization to be labour law compliant.

YKT shoulders the clients responsibilities by helping them to be statutory compliant.

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OUTSOURCING

-----ACCOUNTS SUPPORT-----

BOOK KEEPING

Accounting is the lifeline of the business, if sale is its heart. YKT provides end-to-end management of Books of Accounts. Proper accounting results in the generation of statutory reports & helps in analyzing the financial position on a regular basis. We offer a plethora of services mentioned below. Besides, our services include back-up at regular intervals.



1. Accounts Writing
2. Data Entry Operations
3. Accounts Payable
4. Accounts Receivable
5. Vendor Reconciliation
6. Fixed Assets Register
7. TDS Returns
8. Bank Reconciliation
9. Cash-Flow Statement

YKT provides onsite & offsite accounting services. However, we recommend off-site accounting. This helps our clients to have virtual office with minimal investments & additional benefits. With off-site accounting, client can focus purely on their business operations. YKT takes care that its clients have timely reporting with a 360 degree view of accounts though offline management.

Benefits of Off-Site Accounting

1. Regular knowledge sharing sessions to stay updated with latest developments.
2. Perpetual Continuity as replacement is possible on an immediate basis.
3. Electronic exchange of information results in a parallel back-up system.
4. Close monitoring of the accounts.
5. Support of senior & experienced accountants

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GST



1. Compliance

YKT extends Accounts support to get the following important activities done.

1. Registrations with the GST Department
2. Filing of Returns

2. Reconciliations

YKT assists the clients to get their accounts ready for GST Audit. YKT carries out the allied activities viz.

- Reconciliation of Input Tax Credit with the data available online on GST Portal
- GST Vendor Reconciliation

- Reconciliation of Sales details provided to GST department with the accounts finalized.
- Reconciliation of Input Service Distribution & TDS

MIS AND ACCOUNTS FINALIZATION

MIS impacts the organization's functions, productivity and performance. It helps to understand the progress, achievements and shortfalls in the activity and targets. MIS helps the management to take the organization towards its corporate goal.

YKT assists the management by freezing the accounts on a monthly basis. MIS with YKT helps to have a proper tax plan, and helps to manage the funds & avoid cash blockage.

YKT also assists the corporate in the "Accounts Finalization" activity. Expert knowledge of YKT's Chartered Accountants helps the management to get the pre-audit benefit.



Financial MIS to include

1. Common Size Statement
2. Cash-flow Statement
3. Balance-sheet
4. Others, if any as required by law

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OUTSOURCING

-----AUDITING-----

INTERNAL AUDITS



YKT helps different segments of internal audit.

1. Internal Financial Controls
2. TDS Compliance Audit
3. Fixed Assets Verification
4. Stock Audit

The role of Internal Audit is to provide independent assurance that an organization's risk management, governance, and internal control processes are operating effectively. **YKT focuses on 5 points that benefit the clients exceptionally well.**

1. Insight on the organization's objectives
2. Improving the operational efficiency
3. Evaluating the risks & protecting the assets
4. Assessing the internal controls and helping the clients prevent frauds & errors
5. Ensuring compliance with laws & regulations

GST AUDITS

YKTs prime focus of GST Audit, apart from Statutory Compliance, is to reduce or remove the errors and save the businesses from interest & penalty. YKT benefits its clients with 3 deliverables.

1. Accounts are in compliance with the GST Law
2. Shortcomings can be found out & dealt with in future
3. Deviation from the laws can be identified and corrected



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STOCK AUDITS



in the proper treatment of stock in the books of accounts.

YKT plans the audit with the view to reduce the unnecessary investment cost in the inventory. Inventory tends to be the easiest asset to manipulate and hence, it's essential to keep it under constant observation and examination. Audit helps in finding the leakages on account of theft, wastages, obsolescence and dormant stock. Audit helps in reconciling the physical stock with the accounts resulting

LEGAL AUDITS

YKT support the audit under Companies Act, Trust Act, and Societies Act etc. These audits are mandatory by law.

YKT carries out audits considering the provision of the constitutional act applicable to the entity. This helps the organizations in the white list of the government departments.



TAX AUDIT



YKTs prime focus of TAX Audit, apart from Statutory Compliance, is to reduce or remove the errors and save the businesses from Interest & Penalty. YKT benefits the client with 3 deliverables.

1. Accounts are in compliance with Income Tax Law
2. Shortcomings can be found out & dealt with in future
3. Deviation from laws can be identified and corrected

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OUTSOURCING

-----SALARY MANAGEMENT-----

Payroll outsourcing is an efficient alternative to in-house processing. It comes in as a simpler, and an affordable way of paying employees, filing taxes, and performing other activities associated with payroll administration. We provide innovative and completely customized payroll solutions to all organizations regardless of their size. It helps businesses to augment their competitive advantage with the help of customized solutions built on the foundation of a vast domain experience, qualified professionals, and advanced technology. This enables us to offer our clients the confidence and the operational bandwidth to meet all their business challenges.



- Processing of monthly salaries
- Handling Reimbursements
- PF, PT, ESIC Compliance
- Investment Verification
- Form 16 Generation

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OUTSOURCING

-----FORENSIC AUDITS-----



Forensic accountants play a key role in examining and investigating the current financial processes and standards, which, in turn, can help in the identification of more effective and efficient solutions. Forensics is a strategic approach whereby financial data and non-financial information are gathered, monitored, studied and analyzed for fraud-prevention purposes.

By taking a proactive approach, a business is able to secure itself from both, catastrophic losses and dire legal consequences. Forensic accountants are responsible for the investigation of financial activities and records through a comprehensive detail, coupled up with a search for any evidence whatsoever of a fraudulent or an unusual activity. Our clients engage us for two kinds of forensics

1. Financial Forensics
2. Computer Forensics

Benefits of Forensic Accounting

1. Minimized losses
2. Improved efficiency
3. Reduced exploitation risks
4. Avoidance of legal problem
5. Improved brand reputation and authority

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OUTSOURCING

-----SYSTEMS AUDIT-----

An Information Technology (IT) audit is an audit of an organization's IT systems, management, operations and related processes. Many organizations spend large amounts of money on IT because they recognize the tremendous benefits that IT can bring to their operations and services. However, they need to ensure that their IT systems are reliable, secure and not vulnerable to computer attacks. YKT makes sure the IT Systems are secure & there is no leakage of information whatsoever to competitors & others. Also, the programs designed & developed are to facilitate the desired deliverables.



YKT's system expert team offers the following Services.

- IT Policies & Security Policies
- Vulnerability Assessment
- Penetration Testing
- Disaster Recovery
- Business Continuity Plans

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PLACEMENT SERVICES

JOB SEEKERS

JOB PROVIDERS

Registration - Placement only for Commerce Candidates

The candidate needs to register with YKT before any consideration. It is a must. If you wish to avail the placement facility, advance payment is mandatory.

Submit the following documents at the time of Registration

- CV in soft copy
- Candidate's photo
- PAN Card
- Aadhar Card
- Current address proof
- Permanent address proof
- Two References along with contact number & address
- Profile you are looking for

Benefits of Registration with YKT

- Your CV will be considered by job providers (viz. Corporate & Non-corporate)
- Assessment of your CV and the needs of the job providers will be evaluated by YKT.
- Your CV will be shared with job provider.
- Interview communication, correspondence and coordination will be done by YKT.

Registration

The Job Providers need to register with YKT before any consideration. It is a must. If you wish to avail the placement facility, advance payment is mandatory.

Submit the following documents at the time of Registration

- Incorporation Certificate
- GST Registration Certificate
- Latest PF Payment Challan
- PAN Card
- Detailed Profile for the Post
- Approximate CTC that will be offered to the candidates

Benefits of Registration with YKT

- YKT being the training centre, it will have its trained candidates along with those who have/will be directly availed/ availing the placement services of YKT.
- CVs will be forwarded to you after the thorough evaluation.
- More choices will be there with you.
- Interview communication, correspondence and coordination will be done by YKT with your assistance.

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Duties of the Job Provider

- Informing YKT about the vacant profile, requirements about the candidates, viz. experience, qualification, budget etc.
- Informing the date, time & venue for conducting the interview of the short listed candidates.
- To inform about the selected candidates & sending us the photocopy of the offer letter & the letter of engagement. Hereby, job-providers undertake that they wouldn't provide forged documents otherwise penalty provisions as mentioned below will be applicable.

TERMS & CONDITIONS

JOB SEEKERS

1. Mere registration neither means that you are guaranteed about the job somewhere nor there's an assurance about the job.
2. Registration fees are just a facilitation charges to keep your details in our database and to intimate you about any suitable vacancy. Registration fee is non-refundable.
3. Arranging for the interview does not mean guarantee or assurance to the candidate about his selection. The selection totally depends upon the skills of jobseekers and requirement of job-provider. The right to select or reject any candidate is reserved with the job provider.

JOB PROVIDERS

1. Registration fees are just a facilitation charges to keep your details in our database and to intimate you about any suitable candidate. Registration Fees is non-refundable.
2. Arranging for the interview does not mean guarantee or assurance to the job provider about right candidate. The selection totally depends upon the skills of jobseekers and requirement of job-provider. The right to select or reject any candidate is reserved with the job provider. Similarly, the right to join or not to join depends upon the willingness of the candidate/s exclusively.

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GST No. - 27AABCY0422C1ZV

4. If the candidate is selected by our references and recommendations, he/she has to inform and endorse a copy of the appointment letter **immediately** (within 3 working days) to YKT for its record. Also, the candidate, upon receiving the appointment letter, will be liable to pay placement charges equal to 8.33% of Annual CTC. **If the placement charges are not paid, legal suit will be filed against the candidate & penal provisions will be applicable as given below.**
5. **Penal Provisions** – Upon joining & non receipt of placement charges within 15 days, YKT will file the case for an additional 6 months placement charges as penalty & will also ask the candidate to repay the legal charges with the processing fees.
6. By signing this undertaking, the candidate accepts the responsibility to make payments to clause 4 & 5 above of this section.
7. Candidate will not be considered for any vacancy in future in the event of either of all of the following conditions.
 - If the candidate does not attended the interviews arranged by YKT.
 - If the candidate discloses / recommends the name of the job provider to a person other than who is registered with YKT & if such person attends the interview with job-seeker arranged by the YKT.
3. If the candidate is selected by our references and recommendations, the company has to inform and endorse a copy of the appointment letter **immediately** (within 3 working days) to YKT for its record. Also, the job-provider, upon issuing the appointment letter, will be liable to pay placement charges equal to 8.33% of Annual CTC **immediately. If the placement charges are not paid, legal suit will be filed against the job-provider & penal provisions will be applicable as given below.**
4. **Penal Provisions** – Upon joining & non receipt of placement charges within 15 days, YKT will file the case for additional 6 months placement charges as penalty & will also ask the job-provider to repay the legal charges with processing fees.
5. By signing this undertaking, the candidate accepts the responsibility to make payment to clause 3 & 4 above of this section.
6. If a candidate is selected for a job through YKT, he/she will be solely the employee of the concerning organization and YKT will be not responsible for any legal/dispute or any other matter between the job-seeker and the organization.
7. Job Provider will have to decide upon the venue of interview well in advance at their own expenses.

Office at: "Sangameshwari", 604, Plot No.36A, Opposite to PL Deshpande Garden, Navshya Maruti Chowk, Near BK Automobiles, Sinhgad Road, Pune – 411030.

Contact: 9405304345 / 9657011560

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YKT Talentica India Pvt.Ltd.

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- If the candidate provides incorrect information about education details and other, if any.
- If the candidate is selected & accepted the offer but refused to join irrespective of the reason.

However, in all the above cases, candidate can again register with the YKT and avail its services.

8. If a candidate is selected for a job through YKT, he/she will be solely the employee of the concerning organization and YKT will be not responsible for any legal/dispute or any other matter between the candidate/s and their employer.
9. Candidate will have to appear for the interview at the given job providers office / place of interview in time at his / her own expenses.
10. Candidates need to go, stay, and appear for the interview and return to their destinations at their own cost and expenses.
11. It is the duty of the candidates to verify all the whereabouts, truth and the business details and work details along with the terms and conditions and facilities offered by the proposed company or employer.
12. Others conditions can be added by YKT, as & required to be decided from time to time.
8. It is the duty of the Job Provider to verify all the whereabouts, truth and the businesses about the candidate. YKT will not conduct the reality check of the details provided by the candidate.
9. YKT is not responsible for candidate's previous employer _ incomplete documentation, i.e. Resignation letter, relieving letter, experience letter and dates. It's totally responsibility of candidate.

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