



Curated for Corporates

- ◎ The Code to Your Successful Future
- ◎ A Course Designed to Fast-Track Your Finance Career



SPECIAL40

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Exclusively designed to build the skills that can transform your career.



4+ Years
of trusted training



1,000+
students trained



17 working
professionals as faculty

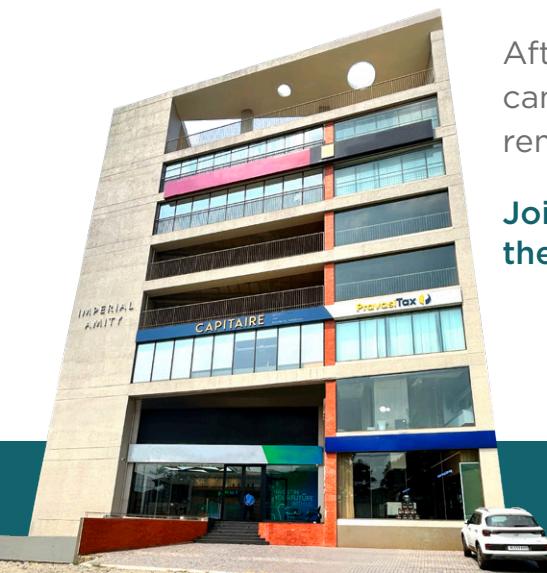


25+
successful batches

Over the past three years, Special 40 has continued to be a leading example of skill development for finance students and professionals. We have helped graduates and working individuals build strong careers through quality training in accounting, taxation, and business. Our constant goal has been to bridge the gap between classroom learning and the practical skills required in today's job market.

After completing the 2.5-month offline program, students can move forward with their careers while attending the remaining 1.5 month online sessions.

Join the elite commerce and finance professionals across the country!



Finance Manager

Job Description

ACCOUNTING

Responsibilities

- ⦿ Post accounting records in the Books of Accounts
- ⦿ Guide team members in book-keeping
- ⦿ Awareness of Accounting Software

We will cover these in our modules

Basics of Accounting

Accounting in ERP

MIS

Responsibilities

- ⦿ Prepare monthly reports and ratio analysis

We will cover these in our modules

Excel

Ratio Analysis

REPORTING

Responsibilities

- ⦿ Preparation of financial statements in accordance with Indian GAAP

We will cover these in our modules

Preparation of Financial Statements

STATUTORY COMPLIANCE

Responsibilities

- ⦿ Compliance with GST & Income Tax
- ⦿ Preparation and filing of
 - ⦿ GST Returns
 - ⦿ TDS Returns
- ⦿ Implement payroll structure in compliance with relevant labor laws

We will cover these in our modules

Introduction to GST

Introduction to Income Tax

GST Return Filing

TDS Return Filing

Payroll

HR Compliance

Individual Tax

CASHFLOW MANAGEMENT

Responsibilities

- ⦿ Prepare Cashflow statement
- ⦿ Working capital management

We will cover these in our modules

Cashflow

Introduction to Reporting

SOFT SKILLS

Responsibilities

- ⦿ Effective Communication Skills with ability to present complex financial information
- ⦿ Detail oriented with strong analytical and problem-solving skill

We will cover these in our modules

Business English

Interview Training

Team Building Sessions

Numerical reasoning

Data Interpretation

Logical Reasoning

EFFECTIVE PRESENTATION

Responsibilities

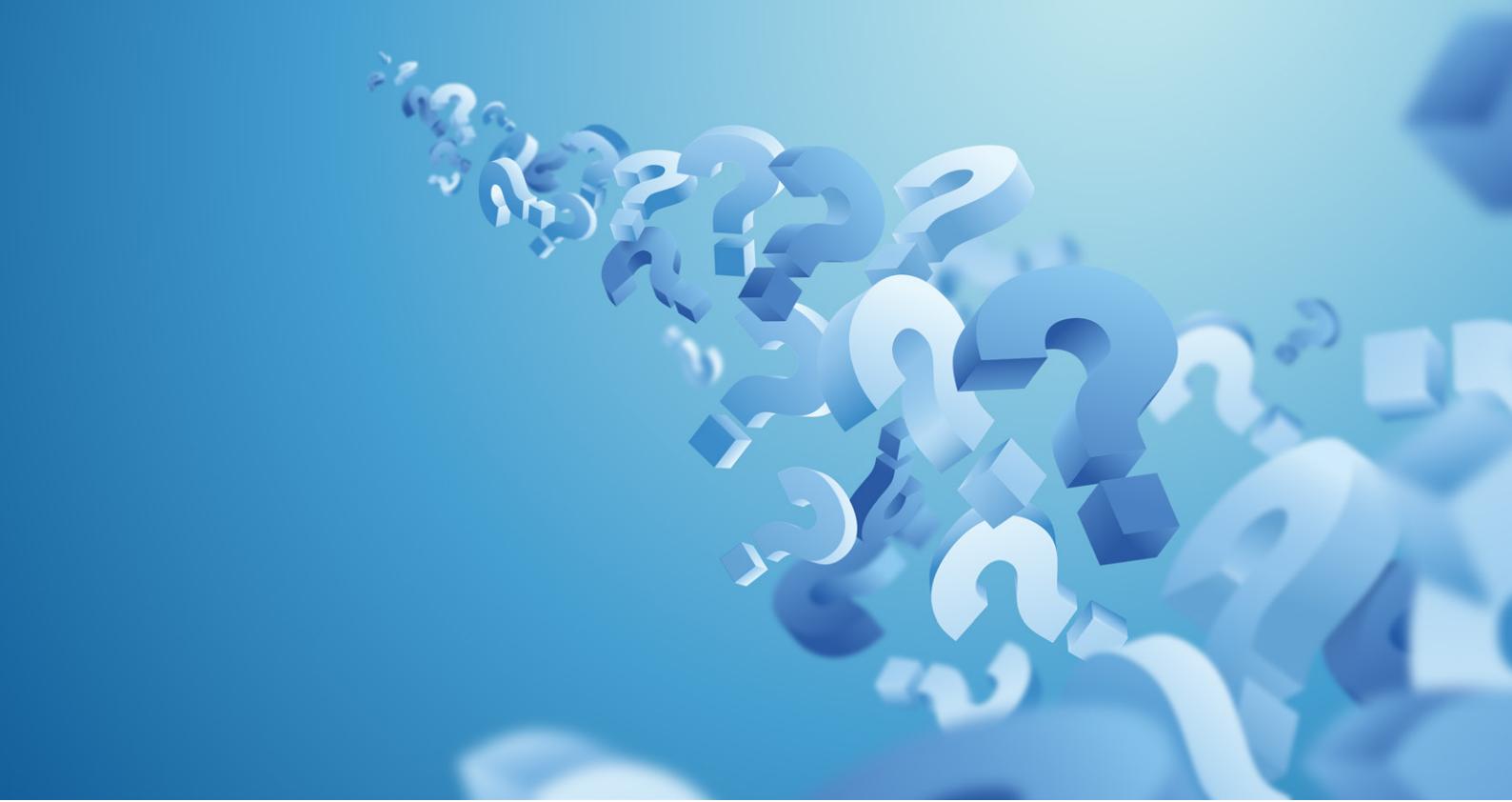
- ⦿ Communicate effectively with bankers to ensure smooth financial interactions
- ⦿ Maintain strong relationships with stakeholders to foster trust and collaboration

We will cover these in our modules

Banking

A Finance Manager plays a crucial role in maintaining an organization's financial health by ensuring accurate financial reporting and providing strategic guidance to senior management. This role demands a deep understanding of financial principles, strong analytical skills, and effective leadership. Our Special 40 program equips you with the expertise to optimize financial performance and contribute to an organization's overall success.





Why?

We're trying to bridge the demand-and-supply gap in the Commerce/Finance expertise.

Over the years, we have observed an abundance of demand for efficient finance professionals, which walks hand in hand with a surplus outflow of graduates each year. Interestingly, they do not serve each other. This is because the available talent pool lacks the appropriate training and guidance that is expected of them.

Our desire to bridge this gap is what inspired us to create Special 40.

Who is this program for?

This program is ideal for individuals aiming to excel as elite Commerce and Finance professionals, including:

- Commerce Graduates and Postgraduates
- Qualified ACCA/CMA Professionals
- Semi-qualified ACCA/CMA Professionals





About The Program

Special 40 is an Internship program designed to provide On-the-Job Training for commerce graduates. This four-month program provides job-oriented exposure to the theoretical concepts they have learned as commerce students.



Features

Enough with the Theory, it's time to learn the Practical side!

Learn the tasks you will be expected to do, when taking up an accounting job and gain the working knowledge you need, to bring growth to your career!

- Qualified Faculty with Hands-on Experience
- State-of-the-art Smart Classroom
- Placement Assistance
- Central Govt. Affiliated Certification
- Job-oriented Training
- Personal Attention
- Special Interview Training



Curriculum

- Business & Accounting Concepts
- GST and Income Tax
- Software Tools
- Reporting
- Banking
- Business English
- Interview and Aptitude Training

OFFLINE

- VAT and Corporate Tax
- Zakat, Customs & Excise

ONLINE





Detailed Curriculum (India)

OFFLINE CLASSES

Basics of Business

- Understand how the business environment works
- Learn commonly used terms in business and related concepts
- Role of an accountant in the global business scenario

Basics of Accounting

- Refresher on accounting processes and concepts
- Understanding the practical accounting terms and scenarios
- Learn to classify accounting transactions as Income / Expense / Asset Liabilities

Preparation of Financial Statements

- Learn How to prepare financial statements in Microsoft Excel
- Understand where each ledger is reported in the financial statements
- Learn how to prepare and read the Balance sheet
- Learn how to prepare and read the Profit and loss account
- Learn how to prepare and read the statements of Cash Flows

Accounting in ERP (Tally & Zoho)

- Hands-on experience in accounting software
- Learn to prepare the books of accounts from scratch
- Identify the type of vouchers to be used in ERP for recording any transaction
- Generation of reports from ERP and analysis of information recorded in ERP
- Unleash the full potential of ERP using multiple reports and analytics
- Increasing your speed using shortcuts
- Learn features for statutory compliances in ERP

Introduction to Income Tax

- Understanding the types of taxes in India
- Familiarize with the terms connected with Income tax
- How to access the government websites?
- How to compute taxes on income?
- How to be aware of your tax credits and tax demands?

Payment of Tax

- How to pay tax at various points?
- Documents and returns related to income tax
- Consequences related to non-compliance
- TDS Return filing
- Learn to fill and file TDS returns
- Familiarize with the common errors during TDS return filing
- Downloading required documents related to TDS compliance

Individual Taxation

- Understand how salary and related components are taxed
- How to apply tax rates of income generated by individuals?
- Familiarize with TDS returns for salary

Introduction to GST

- Conceptual training on the fundamentals of GST,
- Understanding Components of GST – Chargeability, Value, Person, rates, etc.
- Comprehensive understanding of GST Registration.
- Familiarize with terms connected to Input Tax Credit.
- Understanding on Blocked Credits, including credits restricted under the GST law.
- Learn Reverse Charge Mechanism (RCM), including applicability and compliance requirements.

GST Accounting

- Covers practical application of GST concepts using Tally ERP.
- Recording of purchases, sales, and input tax credit, including Normal Supplies, RCM, and Blocked Credits.
- Generation of GST reports and preparation for return filing.
- Hands-on practice to bridge the gap between theory and real-world accounting.

GST Return Filing

- Learn the complete process of GST return filing.
- Learn to file key returns such as GSTR-1, IMS, GSTR-2B, GSTR-3B.
- Filing under the QRMP scheme.
- Understand procedures for the Composition Scheme.

Company & LLP Compliance

- Understand Statutory framework under the LLP Act, Companies Act, and MCA regulations.
- Practical understanding of ROC filings, annual returns, and financial statements.
- Guidance on DIR/KYC requirements and ongoing compliance obligations.

Tools in Excel

- Learn how to handle data in a spreadsheet
- Learn how to arrange your data into reportable formats
- Learn basic calculations and complex formulas
- Increase your speed using shortcuts
- Learn different reconciliations and summarizing using Microsoft Excel

Banking

- Basic terms in banking
- Understand how to handle bank accounts and transfer funds
- Understanding the forms, documents, and other instruments
- Importance of bank reconciliations

Human Resource Compliances

- Introduction to Labour laws in India
- Learn the applicability, rates, limits, and computation of EPS, ESI, Gratuity, Bonus, and other statutory levies
- Understand employee benefits

Payroll Processing

- Understand components of payroll and its preparation
- Documents to be maintained related to payroll
- Understand the accounting of employee benefits

Processes involved in Internal Audit

- Explains why internal audit is done and the basic rules it follows.
- Looks at business risks and checks records or samples to find issues.
- Reviews how controls work, spots problem areas, and shows how it differs from IFC.



Detailed Curriculum (Gulf)

RECORDED CLASSES WITH DOUBT-CLEARING SESSIONS

Business & Accounting in the Gulf:

Understand the core principles of business, accounting, and operational practices tailored for the Gulf region.

Zoho Books and practical accounting

Master the essential features of Zoho Books for efficient accounting and bookkeeping.

Basics of Customs & Excise

Understand the basics of customs regulations and excise duties to ensure accurate accounting and compliance in trade transactions.

Introduction to VAT & Returns

Learn the fundamentals of VAT, including its regulations, computation, and return filing for accurate tax compliance.

Gulf Corporate Tax Essentials

Understand the fundamentals of corporate tax regulations, compliance, and reporting requirements across the Gulf region.

Understanding Zakat for Businesses

Learn the principles of Zakat calculation, compliance, and its impact on business finances in the Gulf region.

Withholding Tax Requirements

Understand the calculation, deduction, and reporting needs for withholding tax compliance.

Payroll Preparation

Learn the key steps in payroll processing, including calculations, deductions, and compliance requirements.

Financial Reporting in IFRS Format

Learn the structured format of IFRS financial statements, focusing on presentation, classification, and practical application.



Practice Like a Finance Professional

- Theoretical training to build a strong foundation in accounting and taxation.
- Access to an advanced practical simulation platform for real-time, hands-on experience.
- The platform enables practice in GST, Income Tax, E-Way Bill, EPFO, UAE VAT, Corporate Tax, and more.
- Develop strong industry-level competence and confidence.

Career-Oriented Curriculum

Career Success Skills & Recruitment Preparation

Business English

Improve communication skills, professional writing, and workplace vocabulary for effective professional interactions.

Interview Sessions

Prepare for interviews with key strategies, effective communication, and confidence-building techniques.

Aptitude Testing

Assess your problem-solving, logical reasoning, and analytical skills to enhance career readiness.

Investor Presentation

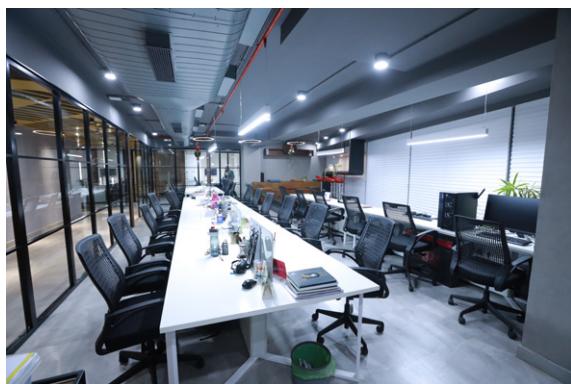
Students get to go beyond simply interpreting financial numbers from statements and learn to analyse them from a broader, strategic perspective — through the eyes of an entrepreneur.

CAPITAIRE

INTEGRATED VALUE DELIVERY



Special 40 is carefully structured and operated by CAPITAIRE, a leading business consulting firm providing Tax, Accounting, and Business Advisory services in Kerala, Kuwait, Qatar, Dubai & Saudi Arabia. The practical training delivered by its Chartered Accountants and qualified finance professionals is unparalleled. More importantly, CAPITAIRE's rising Global and Indian presence along with its wide network of employers in the market, greatly influences the career trajectory of Special 40 students.



Learn From a Renowned Faculty of Seasoned Experts and Visionary Educators



CA. Arif Omar



CA. Harshin Valamary



CA. Anjali Elsa Reji



CA. Vishnu Kadengal



CA. Pravada V



CA. Anjana Thachil



CMA. Adhil Malakuzhiyil



Mohammed Rashid



Nidhin Babu



Sajitha A S



Divya C V



Aarathi K U



Manu Mohanan



**Esther Sara
Mathew**



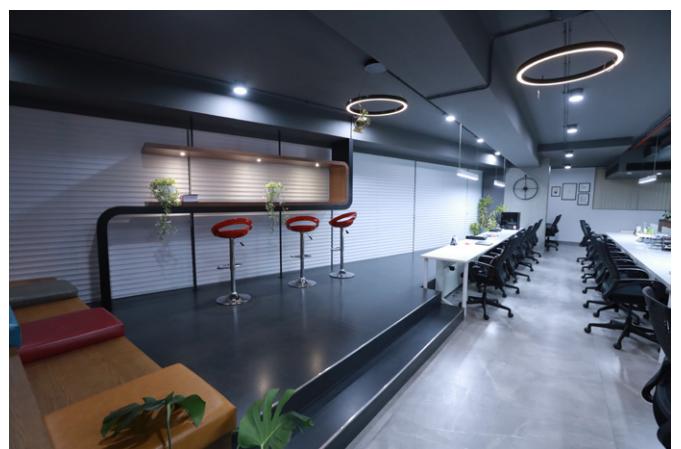
**Joshy
John M**



**Fenitta
Kakkassery**



Our Facility:



Certification of Achievement

Every candidate who successfully completes our program is formally recognised for their achievements and expertise with the Special 40 certificate, certified by Capitaire Consultants LLP.



SPECIAL40

A CAPITAIRE venture

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