

ONLINE TRAINING ON
**PRACTICAL ACCOUNTING FOR
NON-ACCOUNTING PROFESSIONALS**

DATE: SEPTEMBER 23, 25 & 27, 2023 (06 HOURS) **|| TIME:** 07:00 PM - 09:00 PM **|| PLATFORM:** ZOOM **|| FEES:** 1,500 +VAT

OVERVIEW OF THIS TRAINING:

“**Practical Accounting for Non-Accounting Professionals**” is a vital workshop for the managers and senior level executives of non-finance background for their development in the financial area. This training is divided into 3 sessions which accomplishes through online channel. Managers of different divisions such as (Marketing and Sales, Human Resource, MIS, Research and Development, Entrepreneur, SME Business owner etc.) of an organization are closely related to the Finance Division. Non-Finance Managers decision affect the overall financial performance of an organization. This course has been designed in such a way as if non-financial people get an exposure to improve the financial performance of the organization.

ABOUT FACILITATOR:



Ariful Alam

Financial Management Consultant and Trainer

Currently Mr. Ariful Alam is serving in a leading private commercial bank at international trade services. He has versatile experience and exposure on Accounting, Finance, Banking, International Trade Services, Tax, Vat and Customs procedure.

Earlier, Ariful Alam worked in education area for 25 years. He served for Chittagong Cantonment Public College, National University and Chittagong City Corporation School & College for 8 years. He completed, Master of Professional Finance (MPF) from University of Dhaka, also completed MBA (Finance), B.Com(Honours), M.COM(Accounting), Bachelor Of Laws (LL.B.), PGDPM, DAIBB, ITP, (CMA – Partly), (ACCA – Partly) etc.

Mr. Arif is an Associate of the Institute of Bankers Bangladesh (AIBB) and Member of Chittagong Tax Bar Association (CTBA). He is a Tax and Vat consultant. His working area as a Master Trainer (Online & Offline) in Accounting, Finance, Costing, Budgeting, Financial Statement Analysis, Tax, Vat, International Trade, Import-Export and customs procedure. He conducted more than 40 training session and attended more than 30 training sessions.

Mr. Arif served at Chittagong Cantonment Public College as a Lecture in Accounting Department and an Examiner of Board of Intermediate and Secondary Education, Chittagong and National University. After that Mr. Arif is working for a leading private Commercial bank at International Trade Services. From the beginning of his career, Mr. Arif worked Accounts & Finance Department at Youngone (Garments), Apex Polymer, Active Group (Garments) and Ignite Ltd.

OBJECTIVE OF THIS TRAINING:

After completing “**Practical Accounting for Non-Accounting Professionals**” course the participant will:

- Be confident about concept and different Terms of finance & accounting.
- Know about financial statements and business performance.
- Evaluate the Capital Investment decision which helps in financial decision making.
- Be able to raise capital of an organization from the financial market.
- Understand the importance of Cash flow and cash management.
- Understand and able to prepare Bank Reconciliation Statement.
- Be able to determine break-even analyses for management decision.
- Be able to know about inventory management and auditing

WHO SHOULD PARTICIPATE?

Managers and Senior Level Executives of various department of an organization are related to the finance department for development of their financial knowledge.

Engineers, Business Owners and entrepreneurs are involved in investments and financial decision making.

Fresh graduates of any discipline can take part in this training session to prepare them for their up-coming professional life.

COURSE OUTLINE:

Session-1

Basic accounting

- Introduction
- The recording Process
- Source of documents
- Transaction
- Accounting Cycle
- Accounting Equation
- Determining Debit and Credit
- Preparation of Tabular Summary

Journal

- Special Journal
- General Journal
- Practical Math Solution

Ledger

- Practical Math Solution

Trial Balance

- Practical Math Solution
- Adjusting & Rectifying Entries
- Adjusted Trial Balance

Session-2

Worksheet

- Objective of preparing worksheet
- Forms of worksheet
- Differences between worksheet and Balance sheet
- Practical Math Solution

Income Statement

- Forms of Income Statement
- Practical Math Solution

Balance Sheet

- Classification of Assets
- Classification of Liabilities
- Classification of Capital
- Practical Math Solution

Session-3

Cash Flow statement

- Objective of Cash Flow statement
- Methods of preparing Cash Flow statement
- Practical Math Solution

Ratio Analysis

- Importance of Financial Statement Analysis
- Methods of Financial Statement Analysis
- Classification of Ratios
- Practical Math Solution

Bank Reconciliation statement

- Objective of preparing Bank Reconciliation statement
- Methods of preparing Bank Reconciliation statement
- Practical Math Solution

LEARNING METHODOLOGIES

Lectures, Power point presentations, Group Discussions, Case Studies etc.