



# Sreelakshmi Ajith

CMA | CA Inter | B.Com | ACCA candidate | GCC VAT Diploma candidate

To pursue a dynamic career with a reputed organization with a global outlook and excellent organizational culture, where my skills could be effectively utilized to achieve organizational goals and my personal development.

✉ lakshmi.aji47@gmail.com

☎ +971 569807058

📍 Dubai, United Arab Emirates

## WORK EXPERIENCE

### Tax & Accounting Intern

Smartzone

09/2025 - 11/2025

Dubai, UAE

- Preparing and reviewing financial statements, reports, accounting records
- Account bookkeeping including entries in Tally Prime and Zoho Books
- Recording invoices, expense accounts and supporting documentation
- Conducting research on tax regulations and accounting standards
- VAT return filing, FTA audit file generation and VAT reconciliation
- Tax compliance checks, filings and documentation
- Assisting in Corporate Tax registration works

### CMA Trainer

ICMAI Dubai Overseas

09/2024 - 11/2024

Dubai, UAE

### Guest Lecturer (B.com)Taxation

Mercy college

01/2013 - 04/2013

Kerala, India

### CMA Trainer

Chapter of ICMAI

08/2012 - 12/2012

Kerala, India

## EDUCATION

### ACCA (In Progress)

Association of Chartered Certified Accountants

2022 - Present

UK

### CMA (ICMAI)

The Institute of Cost Accountants of India

2021

India

### CA Intermediate (IPCC)

Institute of Chartered Accountants of India

2014

India

### Bachelor of Commerce(B.com)

Calicut University

2010

India

### GCC VAT Compliance Diploma (In Progress)

PwC Academy

05/2025 - Present

UAE

## SKILLS

Accounting, Taxation, Cost Management, Auditing

Zoho Books, Tally Prime

MS Office applications (Word,Excel,Power point)

Communication

Adaptability

Team work

Collaboration

Self motivated

Time Management

Fast Learner

Work Ethic

## PROJECTS (ACADEMICS)

Collapse of Lehman Brothers

Functions of Stock Exchange

Loan and Advances of State Bank of India

Modern Forms of Communication

## ACHIEVEMENTS

Certificate of Merit - B.Com Proficiency prizes

1st Rank in Mercy College, Palakkad for the years (2009-2010) and (2008-2009), Overall 5th Rank in the Calicut University

Various proficiency prizes and scholarships during school academics

## LANGUAGES

English  
Full Professional Proficiency

Malayalam  
Native or Bilingual Proficiency

Hindi  
Limited Working Proficiency