

# Lamidi Ridwan

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## Professional Summary

Detail-oriented business administration and accountant with a strong command of financial analysis, general ledger maintenance, and process improvement. Proficient in QuickBooks, SAP and Microsoft Excel. Eager to leverage analytical skills to support organizational efficiency and contribute to sound financial decision-making within a dynamic team.

## Accounting & Finance Knowledge

- Account Reconciliation
- Financial Reporting and Analysis
- Generally Accepted Accounting Principles (GAAP) / International Financial Reporting Standards (IFRS)
- Auditing and Compliance
- Tax Preparation
- Cost Accounting
- Payroll and Tax Compliance

## Technical Skills

- Microsoft Excel (Advanced)
- QuickBooks, Xero, Sage, FreshBooks
- SAP, NetSuite.
- Tableau, Power BI.
- Microsoft Office Suite / Google Workspace

## **PROFESSIONAL EXPERIENCE**

**Operations & Financial Management | Action Global Consulting Inc, Canada | February 2024 - June 2025**

- Managed daily business operations, including accounting, payroll, and administrative services, ensuring seamless functionality and compliance with internal policies.
- Streamlined expense reporting and invoice processing, resulting in a 15% reduction in operational costs.
- Oversaw full-cycle accounts payable and accounts receivable functions utilizing QuickBooks, performing monthly reconciliations for all general ledgers and bank accounts.
- Maintained zero monthly open balances by resolving client invoice discrepancies efficiently and ensuring timely payments, improving cash flow.
- Manage business operations, budgeting, administrative systems, and financial documentation

**Accountant / Business Operations | Orda | Contract**

- Utilized CRM software (Salesforce) and Excel to track client interactions and analyze account performance metrics, providing data-driven insights to inform strategic decision-making.
- Managed ledger, reconciliations, payroll, tax filing, and reporting.
- Developed and implemented new administrative procedures and policies to optimize workflow efficiency and organization-wide productivity.
- Ensured 100% adherence to all regulatory requirements, successfully passing two annual financial audits with zero non-compliance issues.
- Supported business expansion through financial and cost analysis.
- Implemented financial controls for better audit readiness.

**Dreel Multiventures Limited | Account Officer | Nigeria | April 2022 - December 2023**

- Consistently reconciled 30+ accounts monthly with zero discrepancies and ensured 100% accuracy in ledgers.
- Performed accounting duties including invoices, expenses, and reconciliation.
- Contributed to a 10% faster month-end close process by streamlining

- documentation and verification procedures.
- Identified spending patterns that enabled an 8% reduction in operational expenses without impacting productivity.
  - Automated several routine tasks, reducing payroll processing time by 25% and improving overall departmental efficiency by 20%.

## **EDUCATION**

Master of Professional Accountancy | Southern Alberta Institute of Technology  
(SAIT) | 2023 – 2025