

Reddy Jahnvi Yarrapareddy Gari

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SUMMARY

- Civil Engineering graduate with experience supporting and coordinating construction projects through scheduling, quantity take-offs, cost estimation, and documentation. Skilled in tracking progress, managing materials, and liaising with subcontractors, consultants, and internal teams. Proficient in AutoCAD, Civil 3D, MS Project, and Bluebeam, with knowledge of Canadian construction standards and quality compliance. Willing to relocate | Valid Class 5 Driver's License | OSHA Equivalent Certified.

WORK EXPERIENCE

Meat Department Manager | Walmart Canada | Ottawa, Canada | Dec 2025- Present

- Coordinated daily operational activities by planning work assignments, sequencing tasks, monitoring progress, and ensuring tasks are completed on schedule to meet operational targets.
- Managed inventory planning, material receiving, verification, and tracking reports, ensuring accurate documentation and efficient material flow comparable to site material coordination.
- Conducted regular safety, quality, and compliance inspections; identified non-conformances and implemented corrective actions in alignment with organizational policies and OHS standards.
- Prepared, reviewed, and maintained operational documentation, inventory logs, invoices, audit records, and performance reports to support management decision-making.
- Liaised with management and cross-functional teams to resolve operational issues, support planning activities, and maintain smooth execution under time-sensitive conditions.

Meat Associate | Walmart Canada | Ottawa, Canada | Sep 2022- Dec 2025

- Supported daily operations by managing inventory flow, material rotation, and stock accuracy in a high-volume environment, minimizing waste through detailed tracking and reporting.
- Performed daily inspections to ensure compliance with CFIA standards and internal quality control procedures, maintaining strict safety and quality benchmarks.
- Maintained a hazard-free work environment by strictly adhering to Occupational Health and Safety regulations and Standard Operating Procedures (SOPs), ensuring zero safety incidents.
- Collaborated with cross-functional teams to execute daily operational tasks under tight deadlines, demonstrating reliability and strong time-management skills.

Project Coordinator | My Home Constructions | Hyderabad, India | Aug 2021- Aug 2022

- Assisted in coordinating multiple construction projects by supporting schedules, subcontractor coordination, and milestone tracking, achieving on-time completion for approximately 95% of deliverables.
- Coordinated project documentation from initiation to closeout, including RFIs, submittals, change orders, deficiency lists, and closeout packages.
- Liaised with clients, consultants, subcontractors, and suppliers to track material deliveries, technical submittals, and approvals, reducing communication gaps and schedule delays.
- Assisted in tender preparation, cost estimation, and material quantity take-offs for multiple civil projects.
- Maintained accurate daily field reports and inspection records, ensuring traceability and compliance with safety regulations.

Project Coordinator Intern | My Home Constructions | Hyderabad, India | Apr 2019- Apr 2020

- Performed quantity surveying, budget preparation, and cost analysis for tenders worth over \$850K.
- Reviewed engineering and shop drawings using AutoCAD and Civil 3D for accuracy, compliance with standards, and constructability.
- Prepared and processed RFI's, submittals, and contractual documents, streamlining project approvals.
- Monitored site progress, ensured material quality and safety, and coordinated with teams to resolve issues and prevent delays.

EDUCATION

Master of Engineering (M.Eng.) - Civil Engineering

University of Ottawa, Ottawa, ON | 2024

Bachelor of Technology (B.Tech) - Civil Engineering

Jawaharlal Nehru University, Anantapur, India | 2021

SKILLS

- Technical Software: AutoCAD, Civil 3D, MS Project, Bluebeam, Primavera P6
- Core Competencies: Quantity Take-offs, Cost Estimation, Contract Documentation, Project Coordination
- Industry Standards: Construction Standards (CSA, ASTM), Safety Regulations
- Certifications: Valid Class 5 Driver's License, OSHA Equivalent Certified