PROFESSIONAL PROFILE

Name:	**Karla Angebel Y Caballero**
Designation:	**Lead Document Controller**
Mobile No.	**056-5928080**
Email:	info@hbc.ae



Summary of Qualifications:

Highly experienced Executive Secretary and Administrative Professional with over 20 years of comprehensive experience in administration, executive support, document management, and office operations within the construction industry. Proven ability to coordinate with executive management, project teams, consultants, subcontractors, and government authorities while ensuring efficient administrative processes and compliance with ISO 9001:2015 Quality Management System requirements. Skilled in preparing business correspondence, contract administration, document control, travel coordination, office management, and regulatory applications. Recognized for exceptional organizational skills, attention to detail, adaptability, and the ability to manage multiple priorities in fast-paced environments. Proficient in Microsoft Office applications, administrative systems, and maintaining professional relationships across all levels of the organization.

EDUCATION:

Bachelor of SC Major in Management Accounting
University of Negros Occidental – Recoletos, Philippines 2002

Professional Licenses/Certifications & Affiliations:

- **ISO 9001:2015 Quality Management System (QMS)**
  Alison Online Learning Center – September 2022
- **Peachtree Accounting Program**
  Excel Learning Center, Sharjah, UAE – October 2012

Summary of Responsibilities:

- Provided comprehensive administrative and executive support to senior management and project teams.
- Managed office operations, document control, and filing systems in compliance with ISO 9001:2015 Quality Management System (QMS).
- Prepared, reviewed, and distributed business correspondence, reports, contracts, meeting minutes, and official documents.
- Coordinated with internal departments, clients, consultants, subcontractors, suppliers, and government authorities to ensure smooth operations.
- Administered subcontract agreements, permits, and online government applications through various portals.
- Maintained accurate records of project documents, contracts, and confidential company information for efficient retrieval and compliance.
- Coordinated employee travel arrangements, passport handling, visa-related documentation, and courier services.
- Monitored office assets, equipment, office supplies, pantry inventory, and maintenance requirements.
- Managed petty cash transactions, expense monitoring, and administrative procurement activities.
- Coordinated logistics involving drivers, messengers, office assistants, and document deliveries.
- Supported ISO certification activities by ensuring compliance with quality management procedures and maintaining related documentation.
- Assisted multiple departments, including Construction, MEP, Administration, Logistics, Human Resources, and PRO, with administrative requirements.
- Prepared project reports, progress updates, and departmental documentation as required.

- Handled customer inquiries, telephone communications, and front office reception while maintaining a professional company image.
- Performed basic bookkeeping, payroll support, billing, payment collection, bank reconciliation, and financial record maintenance.
- Delivered excellent customer service by addressing inquiries, resolving concerns, and maintaining effective stakeholder relationships.
- Managed multiple priorities in a fast-paced environment while maintaining accuracy, confidentiality, and attention to detail.

Work Experience

January 2026 to Present	**Lead Document Controller / IMS Coordinator**
April 2018 to December 2025	**Admin Secretary / IMS Coordinator**
November 2013 to April 2018	**Executive Secretary**
March 2011 to November 2013	**Secretary**
April 2006 to March 201	**Receptionist** Al Hikma Building Contracting LLC, Dubai UAE
March 2005 to February 2006	**Secretary** Red Cab Prop, Negros Occidental, Philippines
September 2004 to February 2005	**Marketing Assistant / Secretary** Cliff Advertising Services & Company, Muntinlupa, Philippines
Finance Staff	**Gaisano Group of Companies** Cebu City, Philippines

Core Competencies

- Executive & Administrative Support
- Office Administration & Operations
- Document Control & Records Management
- ISO 9001:2015 Quality Management System (QMS)
- Contract & Subcontract Administration
- Business Correspondence & Report Preparation
- Government Portal & Permit Processing (DM, Trakhees, RTA, Dubai Chamber, MePS)
- Travel & Visa Coordination
- Vendor & Office Supply Management
- Petty Cash Administration
- Communication & Stakeholder Coordination
- Filing & Records Management
- Multi-tasking & Time Management
- Team Collaboration & Problem Solving
- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Basic Adobe Photoshop
- Internet & Email Applications