



Melvin Miñoza Mangubat

General Virtual Assistant,
E-commerce Amazon Specialist

*Building **Ridiculously Effective** Virtual Assistants*

*Generating **Highly Profitable** Sales and Awesome Customer Service!*

My mission is to lead my clients to reach their desired long-term goals and generate a team or an individual contributor who can provide the most highly profitable sales and excellent customer service to my client's E-commerce business platforms and other forms of profitable business to drive positive and sustainable cash flow for the company's delighted customer's

I'm an Excellent Product Researcher- I'm an expert using SAS(Seller Amp SAS). I check the fees to make sure that there's at least 30% ROI and \$3 profit in all of my client's deals.

I prefer fast-moving items compared to MAX ROI products for better cash flow.

I also have a list of suppliers and can source more suppliers depending on the business needs of my clients. I always compare the pricing, and the ASIN elements like the images, number of packs, barcodes, brand size, and shipping time. I also maximize deals that are available like voucher codes, cashback, and discounts, especially for volume sourcing.

I'm also an expert in using the KEEPA Graph to analyze if the product will be a good deal, especially for Winning the Buybox.

I'm also an expert when it comes to sourcing eligible items to sell in Amazon Seller Central and can avoid hazmat products, product damage protection, and creating a replacement list.

*"It was my pleasure working with you as we set forth building a new department from the ground up. Melvin was tenacious in attacking any typical challenges when starting something new and did so with no historical experience in the company to leverage. **Melvin took the lead in building an engine of results, work directly with me at a high level of operational skill, and exceeded expectations. Melvin is not only a resilient gold-oriented, result-based leader, but he's a joy to work with and always brings a positive attitude.**"*

— Maikel Kuijpers, Executive Vice President, Distribution at Zuellig
Pharmaceuticals Company

Nurturing Grit. Leading & Influencing for Success.

melvin miñoza mangubat | melvin.mangubat24@gmail.com | +639278515472 | Cabuyao City | 0425 | Philippines

Melvin Miñoza Mangubat

November 2022 - May 2023
Amazon Wholesale Product Researcher

(Zephyr Tech Co LLC)



- Daily product sourcing using KEEPA, Seller Amp SaS, and Scan Unlimited.
- In my research, I use manual sourcing methods. I can also use scan unlimited or KEEPA Scanning.
- My daily tasks, including searching wholesale websites and finding potential leads, were assigned through Trello.

January 2022 – November 2022
Amazon Online Arbitrage

(Pipkin LLC)



- To find leads quickly, I'm using three methods: manual sourcing, reverse sourcing and storefront stalking.
- Using Seller Amp SAS to enter leads, the items appear in Google Sheets automatically.
- Searching at least \$3 profit and 30% ROI per item with a minimum of 100 sales per month or 20% ROI per item with 500 sales per month

March 2022 – July 2023
Real Estate Lead Generation
(Part-Time)

- Sending messages using LinkedIn to prospective clients.
- Handling responses and inquiries on LinkedIn.
- Manage follow-up conversations through InvestorFuse.
- Set appointments and manage clients' scheduled meetings.

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October 2021 – February 2022

E-commerce VA for Amazon & Shopify

- Product Research
- Keywords Researching
- Optimizing the PPC Campaign
- Adding and evaluating keywords
- Monitoring products and campaigns

May 2021 – January 2022

Amazon Product Researcher

(Vanrora Store)



- I do Product Listing and Research with their E-com platforms
- I manage all the Company's canceled supplier transactions due to their system-generated fraud detection.
- Searching for profitable items using the tools provided by the client, especially Keepa and other paid tools.
- Create a product mix strategy, considering stock levels per peak seasons, special events, and supplier lead time

September 2020 – March 2021(Part-Time)

(U.S east coast trade)

- I manage their eBay, Etsy, and WooCommerce E-com platforms
- Create a Daily Product Sourcing Plan/Strategy
- Searching profitable items from suppliers like Amazon, AliExpress, Alibaba, Walmart, Target, Bangoods, Etc.
- Analyze profit performance of products and evaluate profitability trends as well as pricing strategy, using various tools such as Keepa, FBA Multi-Tool, BuyBotPro
- Track and analyze trends in products consumption

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November 2010 - 2021

(Zuellig Pharma Corporation)



I. Transport Planner (2016-2020)

- Receive emergency and non-emergency calls and record significant information
- Address problems and requests by transmitting information or providing solutions
- Receive and dispatch orders for products or deliveries
- Prioritize calls according to urgency and importance
- Use radio, phone, or computer to send crews, vehicles, or other field units to appropriate locations
- Monitor the route and status of field units to coordinate and prioritize their schedule
- Provide field units with information about orders, traffic, obstacles, and requirements
- Enter data in the computer system and maintain logs and records of calls, activities, and other information

II. Client Service Specialist (2014-2016)

- Develop and foster a strong relationship with key accounts.
- Serve as the key liaison person between the client and internal departments on request and issue resolution.
- Take ownership of the key account's new program implementation. Engage in the initiative and project discussion. Lead and monitor implementation progress.
- Lead regular operation review meetings. Prepare and present operational KPIs.
- Manage, monitor, and control stockholding. Prepare stockholding and indent reports for monthly reviews.
- Timely submission of internal and external reporting

III. Inventory Management Controller (2012-2014)

• Inventory controller managing inventory in order to meet customer demand at the lowest possible cost and with a minimum investment. Unlike many factors in pharmacy, inventory is controllable.

- Minimization of the inventory investment.
- Determination of the right level of customer service.
- Minimization of procurement costs and carrying costs.
- Maintenance of an up-to-date inventory control system.

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May 2012 – November 2012

Isupport WorldWide



Managed, Online Sales, Lead Generation, Digital Marketing, and CRM

Frontline manager for managing sales in all online channels.

Built the lead generation department and strategized for demand generation. Generated demands, leads, and sales opportunities worth USD 40+ Million (Customer Lifetime Value) when converted to clients and nurtured -- this is attained with few resources in less than 2 years. Before this I joined iSupport, the company was generating USD 0 from outbound or inbound campaigns as the company just grew the organization from common business connections.

Mobile : +639278515472

WhatsApp: +639278515472

Skype: live:.cid.b095e5a1f5134e59

Facebook: <https://www.facebook.com/melvin.mangubat.56>

OnlineJobs.ph: <https://www.onlinejobs.ph/jobseekers/info/2181464>

Gmail: melvin.mangubat24@gmail.com

LinkedIn: www.linkedin.com/in/melvinmangubat554

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Education and Training

Education

Bachelor of Science in Information & Technology

School Year 2008-2012



Training

	Year
Leadership Enhancement & Development Program	2012
Basic Photoshop and Adobe After Effects	2012
Advance Excel operations	2013
Amazon E-commerce Product Knowledge and Customer Service	2020
EcomHunt Navigations	2020
Wix Website Creation	2020
Seller Central Operations	2021
Amazon Dropshipping	2021
Helium 10 Basic Navigation	2021
Shopify 101	2020
Shopify Drop-shipping	2020
Tactical Arbitrage navigation	2020
eBay Product Listing	2020
Shopify and Amazon Product Research	2020
Product Research	2020
Seller Amp SAS	2020
Azinsight	2020
Scan Unlimited	2021
Keepa Scanning	2021
Trello	2021

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References

John Jynell Motilla, Amazon Expert Coach

Jynellmotilla@gmail.com

Zal Fernandez from Amazon

gffer@amazon.com

Bernadette Caunca from Amazon

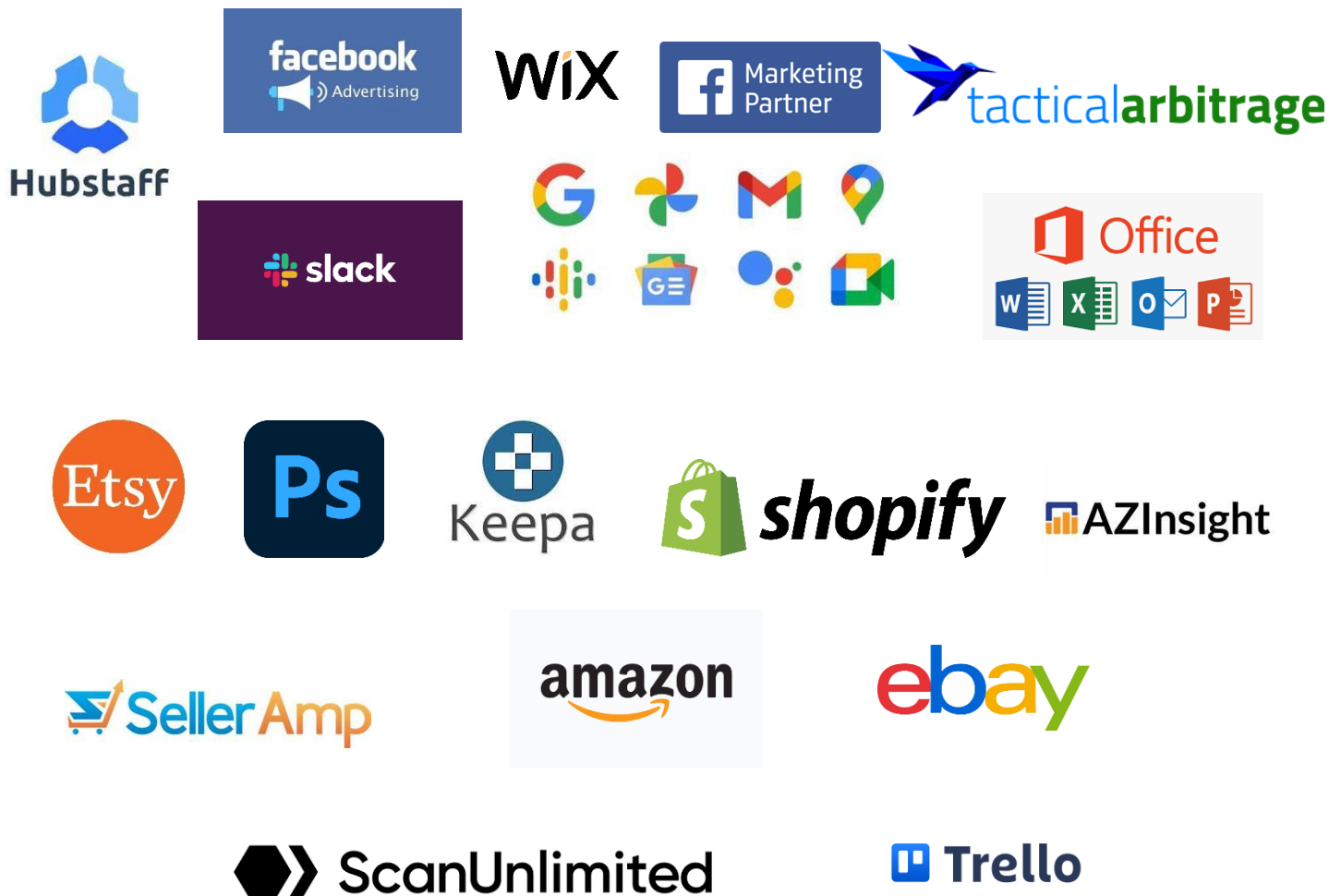
caunca@amazon.com

Jubell Lalican from ZuelligPharma Philippines

Jlallican@zuelligpharma.com

Teresita Malamug from ZuelligPharma Philippines

Tmalamug@zuelligpharma.com



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