



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 the ARC (Amazon Revenue Calculator). 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 project 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 create 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.

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— Chris Van Vladricken, Former CEO/Co-Founder at iSupport Worldwide



November 2022 - May 2023

Amazon Wholesale Product Researcher

(Zephyr Tech Co LLC)

- Binibigyan kami ng task through Trello App
- Create a daily product sourcing using KEEPA, Seller Amp SaS, and Scan Unlimited
- Ginagawa kong mag research using manual sourcing method bukod sa scan unlimited or keepa scanning

May 2021 – November 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 - August 2021 Zuellig Pharma Corporation

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

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 key account's new program implementation. Engage in initiative and project discussion. Lead and monitor implementation progress.
- Lead regular operation review meetings. Prepare and present operational KPI.
- Manage, monitor, and control stockholding. Prepare stockholding and indent reports for monthly reviews. •
- Timely submission of internal and external reporting

Inventory Management Controller (2012-2014)

- Inventory controller managing inventory in order to meet customer demand at the lowest possible cost and with a minimum of 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**  Manager, 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.

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Education and Training

Education

Bachelor of Science in Information & Technology School Year 2008-2012 **Training** Year

Leadership Enhancement & Development

Program Basic Photoshop and Adobe After
Effects

Advance Excel operations

Amazon E-commerce Product Knowledge and
Customer Service EcomHunt Navigations

Wix Website Creation

Seller Central Operations

Amazon Dropshipping

Helium 10 Basic Navigation

Shopify 101

Shopify Drop-shipping

Tactical Arbitrage navigation

eBay Product Listing

Shopify and Amazon Product Research

Product Research

Seller Amp SAS

Azinsight

2012 2012 2013 2020 2020



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References

John Jynell Motilla, Amazon Expert Coach

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Zal Fernandez from Amazon

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Bernadette Caunca from Amazon

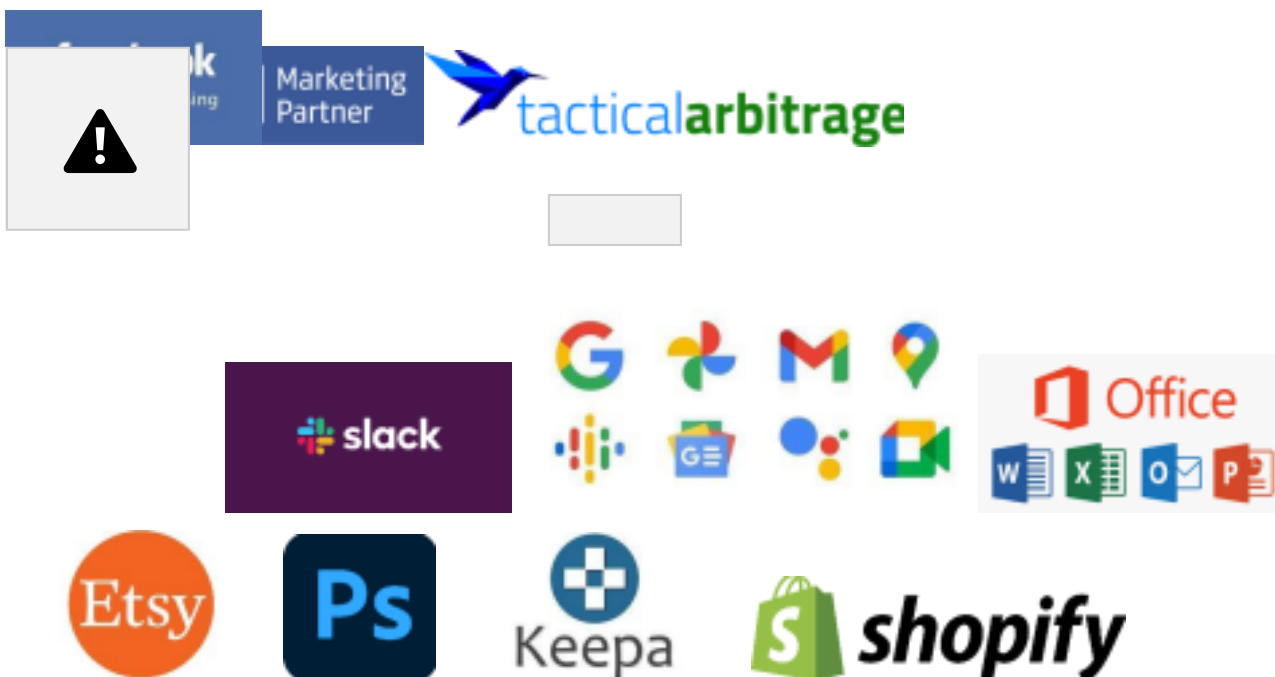
caunca@amazon.com

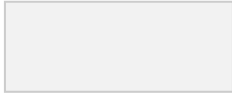
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