

Ayesha Mubashir

REMOTE EXECUTIVE ASSISTANT · VIRTUAL ASSISTANT

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ayesha.lirevon.com

IN MY WORDS

"I was trusted to mark public exam papers. I bring the same care to your inbox and your records."

SUMMARY

Reliable, organised and careful. I have run my own tutoring work since 2018: my own timetable, students, parents and records. The Lahore exam board trusted me to mark public exam papers exactly to the scheme. MS Chemistry, clear written and spoken English. I can manage your inbox, client messages, records, scheduling and online research, 8 hours a day in US hours.

LOOKING FOR

Virtual assistant · **Executive assistant** · **Inbox management** · **Client communication** · **Records and data entry** · **Scheduling** · **Online research**

SKILLS

ADMIN SUPPORT	Email inbox management · Client records · Client communication · Scheduling · Online research
HOW I WORK	Accurate and consistent · On time · Clear written English · Follow a process exactly
ALSO	Content writing · Reports with tables and graphs · Teaching and explaining

EXPERIENCE

Online and Home Tutor: Chemistry, Biology and Science — 2018 – Present

Self-employed, Lahore and online

- Run my own tutoring work: plan the timetable, arrange lessons, and keep in touch with parents and students by phone, WhatsApp and email.
- Keep notes on each student and report progress. Write study content for students and content for clients.

Chemistry Lecturer, F.Sc. (Intermediate) — 2016 – 2018

Peak Solutions College, Lahore

- Taught F.Sc. chemistry classes; set and marked tests and returned results on time.

Board Practical Examiner and Sub-Examiner (paper marker) — 2016–2018

Board of Intermediate and Secondary Education (BISE), Lahore, Intermediate Chemistry

- Marked written chemistry papers and assessed practical exams for the Lahore board: many scripts, a fixed scheme, a fixed deadline, no room for error. Examiner IDs P651 and 42787.

Lab Instructor · **Lahore College for Women University** — 2015 – 2016

- Ran undergraduate chemistry practicals: solution preparation, titrations, qualitative and quantitative analysis.

Science and Chemistry Teacher (Matric) · **Govt. Girls High School Shadbagh** — Oct 2014 – Sep 2015

- Taught general science and chemistry to matric classes.

Research and Teaching Assistant · **Lahore College for Women University** — Feb 2014 – Aug 2014

- Prepared lab classes and wrote up results as reports, tables and graphs.

RESEARCH

MS thesis (2014). I made a new solid material that pulls heavy metals out of water. I built it from silica gel and bentonite clay with lanthanum locked inside, then tested how much metal it could take up.

BS project (2012). I turned a common house plant into a cheap filter and measured how much nickel, copper and chromium it removes from industrial waste water.

EDUCATION

MS Chemistry (Inorganic) · Lahore College for Women University, Lahore	2012 – 2014
BS Chemistry · Lahore College for Women University, Lahore	2012
F.Sc. Pre-Medical, 1st Division · Fatima Jinnah College, Lahore	2007
Matric (Science), 1st Division · Govt. School Shadbagh, Lahore	2004

REMOTE-READY

Lahore, Pakistan. PKT (UTC+5) · 8 hours a day · Available during US working hours · Home internet with a backup connection · Power backup at home · Payoneer and bank account. Languages: English, Urdu.

Watch me explain in 60 seconds: ayesha.lirevon.com · Reference: Dr. Saadia Rasheed Tariq, Assistant Professor of Chemistry, Lahore College for Women University (contact on request). · Updated 11 Nov 2026