

Bishkek International School

ADMINISTRATION TEAM 2020/21

Head of Administration



Mirzat Osmonova

Ms Mirzat graduated from the Kyrgyz National University with a Degree in English Linguistics and Intercultural communications. She joined BIS in 2012 and has worked in various roles before her appointment as Head of Administration in 2017. As Head of Administration, Ms Mirzat has broad responsibility for BIS facilities and operational systems.

Admissions Officer



Begimai Urmanbetova

Ms Begimai graduated from Kyrgyz-Turkish Manas University, where she studied Tourism and Hospitality Management. Prior to joining BIS in spring 2019 as Admissions Officer, she had experience working in the tourism industry in the UAE, Turkey and Bahrain in customer service and Public Relations. Ms Begimai speaks Russian, Kyrgyz, English, Turkish and German.

School Registrar



Nurbek Chagataev

Mr Nurbek graduated from the Cyprus International University with a degree in International Relations. His work experience includes working in guest relations at the 'Warner Brothers World Abu Dhabi', and at the Republican Centre for Health Protection in the Kyrgyz Republic. His responsibilities in BIS include setting timetables, managing class schedules, administering the Cambridge IGCSE and State exams, and student reports and transcripts. Mr. Nurbek joined BIS in September 2020.

Chief Accountant



Ermek Alybekova

Ms Ermek graduated from Bishkek Academy of Finance and Economics where she studied accounting, analysis and auditing. She worked in accounting roles in major companies in Bishkek before joining BIS in early 2015, as Accountant Assistant before taking over as Chief Accountant from 2017.

Accountant / Cashier



Burmakan Birnazarova

Ms Burmakan studied in the Academy of Management under the President of Kyrgyz Republic and completed her first degree at the International University of Kyrgyzstan, as well as a second degree from the Computer System Institute in Skokie, Illinois, USA. She worked for My Tax Place as Accounts assistant in Chicago, IL, USA before joining BIS in January 2018.

Inventory Accountant



Aigul Toktalieva

Ms Aigul is a graduating master's student of AUCA in Economic department. She has 9 years of experience in accounting sphere including banking sector. She worked in different private industrial companies before joining BIS in December 2019.

Logistics & Procurement Officer & Assistant ECA Coordinator



Munara Rayimbekova

Ms Munara graduated from the Kyrgyz National University with a degree in Mathematical Methods in Economics. She has over seven years of administrative experience before joining BIS. Her role in BIS includes working with parents, students and staff. Ms Munara has worked at BIS since summer 2017, initially as Library Assistant, and moved to a new role in Logistics and Procurement in November 2020.

School Doctor



Asel Turusbaeva

Dr Asel is a graduate of the Kyrgyz State Medical Academy and Kyrgyz National University, where she studied for 10 years including practical experience, and graduated with postgraduate medical degree. Before joining BIS, Dr Asel worked as pediatrician in Family Medical Center No. 6, and as an emergency doctor with the ambulance service, before joining BIS in 2015.

School Nurse



Aidina Egemkulova

Nurse Aidina studied at the Faculty of Pedagogy and specialized in Speech Therapy. After graduation, she worked at the Family Medicine Center № 18. During the COVID-19 pandemic, Aidina worked as a nurse in the Anti-Covid hospital, 'Seitek' in August 2020. Nurse Aidina joined BIS in September 2020.

Lawyer



Nargiza Kakeklova

Ms Nargiza graduated from the Kyrgyz-Russian Slavic University with a Master in Law in 2000. She is an experienced lawyer, including 10 years of work in the Investigative Office of the Ministry of Internal Affairs of the Kyrgyz Republic and 6 years as Head specialist on Legal Issues and HR in the State Tax service under the Government of the Kyrgyz Republic. Before joining BIS in 2016, she worked for the U.S. Embassy in Bishkek after getting her second Masters degree in Business Administration in South Korea.

HR Officer



Elena Zakharova

Ms Elena graduated from Kyrgyz State National University as an English language teacher. Following several years teaching English in the Kyrgyz State Medical Institute, she worked as secretary to the International Monetary Fund Advisor in Bishkek before joining the HR Department of the US Embassy in Bishkek. Ms Elena has over 20 years' experience in HR roles with the US Embassy and joined BIS in summer 2019.

Governance Support Officer



Nuriza Begalieva

Ms Nuriza has a degree in European studies from the American University of Central Asia, an MA degree in Politics and Security from OSCE Academy in Bishkek, and an MA degree in Human Rights and Democratization from Yerevan State University. Before joining BIS, she worked with Good Neighbors International in the Kyrgyz Republic as where she was involved in community development projects targeting children from rural areas. Nuriza joined the BIS team in October 2020 with her primary role to support the overall governance of the school, including the Governing Board and Advisory Council.

University & Career Counselor



Valeria Totolina

Ms Valeria graduated from the American University of Central Asia with a Master's Degree in Applied Psychology with a special focus on adolescents and adult counselling. Her work experience includes individual and group counselling sessions with adolescents and adults under the Psychological Health Institution, and providing individual career counselling and leading career-oriented lectures and events for adolescents. Ms Valeria joined BIS in June 2020 and is responsible for university and career counselling for High School students.

Alumni Officer



Nazira Tursalieva

Ms Nazira brings a wealth of experience of international schools and cultures and the ability to interact easily with both our local and international families. With one child who has already graduated from BIS she is also very aware of the transition process beyond school life and she knows many of our recent graduates. Nazira's role is very part time as she builds the alumni community of the school from graduating students and families who have left the school to move abroad.

IB Diploma Programme and Administration Assistant



Alina Zholchubekova

Ms Alina graduated from the American University of Central Asia with a major in Liberal Arts and Sciences. During the last year of study, she worked for 3 months as an Administrative Clerk at the US Embassy in Bishkek. During her studies, she also provided administrative and logistical support for summer camps on a volunteer basis. Ms Alina joined BIS in November 2020

Administrative Assistant



Gulsun Seitbekova

Ms Gulsun graduated from International Ala-Too University with a major in Political Science and Economy. Her work experience includes providing administrative and reception support while she was working in a telecommunication company, visa center and the tourism sector. Ms Gulsun joined BIS in September 2020.

Administrative Assistant



Nurizat Nadir kyzy

Ms Nurizat graduated from the Kyrgyz-Russian Slavic University, Faculty of Economics in 2018. She completed an internship at the Ministry of Finance of the Kyrgyz Republic and worked as an office manager for a private IT / Logistics company for two years. Ms Nurizat joined BIS in October 2020.