

# Bishkek International School

## ADMINISTRATION TEAM 2021/22

### 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



#### **Asel Orunbekova**

**Ms Asel** has a Bachelor's Degree in Business Administration from Kyrgyz National University, which included a semester at the University of Balearic Islands in Spain under the Erasmus Mundus Programme. She then completed her Masters of Arts in Business at Dongseo University in South Korea. Her work experience includes supporting a child with autism in his occupational, physical and hippotherapy in the USA and Kyrgyzstan, and teaching English in Bishkek and online. Ms Asel is interested in inclusive education and psychology and in her spare time, she likes hiking, taking photos, cooking and painting. Ms Asel joined BIS in January 2021.

### Admissions Officer



#### **Nurizat Nadir kyzy**

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

## 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 student reports, records, and transcripts, setting all timetables, and setting and administering the Cambridge IGCSE and ISA examinations. 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 / Inventory



### **Bermet Abdykul kyzy**

**Ms Bermet** graduated from International University Ataturk Alatoo where she studied world economics. After graduation she worked as an accountant for more than 7 years in different companies in Bishkek. Ms Bermet joined the BIS team in summer 2021.

## 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.

## Accountant



### **Nazgul Madanova**

**Ms Nazgul** graduated from the Bishkek Financial and Economic College and later from the Kyrgyz-Russian Slavic University, Faculty of Finance and Credit. She has over 15 years work experience as an accountant in major companies in Bishkek. Ms Nazgul joined BIS in December 2021.

## 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 in 2015, Dr Asel worked as pediatrician in Family Medical Center No. 6, and as an emergency doctor with the ambulance service.

## Logistics & Procurement Officer & Assistant ECA Coordinator



### **Aiza Kupueva**

**Ms Aiza** got bachelor's degree from the International Alatau University in engineering management degree, had been an exchange student at Eastern Mediterranean University of Northern Cyprus, got a master's degree in business management from the Bialystok University of Technology in Poland. Have been an Erasmus intern in digital marketing in Croatia after graduation. Before joining BIS in November 2021, she has been working at Mercy Corps NGO, actively participating in promoting the literacy of children at schools in Kyrgyzstan.

## School Nurse



### **Saltanat Shailobekova**

**Nurse Saltanat** graduated from the Bishkek Medical College and later from the Arabayev University Faculty (Biology-Chemistry) with a Bachelor's degree. Before joining the BIS team in 2021, she worked as a nurse in Chui Regional Hospital.

## Lawyer



### **Nargiza Kakelova**

**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 Master's 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 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. Ms Nazira builds the alumni community of the school from graduating students and families who have left the school to move abroad.

## IB Diploma Programme Administrator & CAS Coordinator



### Ainura Moldalieva

**Ms Ainura** graduated from Bishkek Humanities University, where she studied World Economics. She worked for the last 10 years in several positions from travel agent to manager of Helpdesk department. Ms Ainura joined the BIS team in October 2021.

## Management Systems and Software Administrator



### Esentur Dildebekov

**Mr Esentur** is a graduate of the Department of Computer Engineering at the Kyrgyz-Turkish "Manas" University. He has experience in system administration in several companies and has taught IT and programming courses. Mr Esentur joined the BIS team in summer 2021 and he believes that acquired knowledge should be used to enhance and simplify life.



### **Administrative Assistant**



#### **Karina Bekeshova**

**Ms Karina** has a Bachelor's degree as an English Language Teacher from Bishkek Humanities University. During her study she experienced two exchange programs in the USA and Cyprus. From November 2019 to August 2021 she worked as an English Teacher in high school. Ms Karina joined BIS in August 2021.

### **Administrative Assistant**



#### **Bermet Esengul kyzy**

**Ms Bermet** studied English Language and Literature at Kyrgyz-Turkish Manas University and completed her MBA at the Kyrgyz National University. Her work experience includes working for an NGO in a project supported by the International Organization for Migration, and as a sales agent at Kyrgyz Concept. Ms Bermet joined the BIS team in summer 2021.