

# Bishkek International School

## ADMINISTRATION TEAM 2022/23

### 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



#### **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 student reports, records, and transcripts, setting all timetables, and setting and administering the Cambridge IGCSE 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.

## Logistics & Procurement Officer & Assistant ECA Coordinator



### Aziza Kalygulova

**Ms Aziza** graduated from I. Arabaev State University with a degree in Linguistics and Intercultural Communications. She started her career as an English and French teacher in the same university. Apart from several years of teaching experience she has international experience in customer service, as a shop supervisor for the US Army in Afghanistan and as a customer service agent for Emirates Group in the UAE. Ms Aziza joined BIS in September 2022.

## 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.

## School Nurse



### Zhypara Dyisheeva

**Nurse Zhypara** graduated from the Tokmok Medical College with a degree in Obstetrics in 2017. In March 2019, she completed the specialization of "Operating Nurse" at the S.B. Daniyarov. She worked as an anesthetist and intensive care nurse in a private obstetrics and gynecology clinic before joining BIS in the summer of 2022.

## Senior 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.

## Corporate Lawyer



### **Abdulsalam Aliev**

**Mr Abdulsalam** has a Law degree from the Kyrgyz-Russian Slavic University and a Master's degree in Corporate Law from the National Research University the Higher School of Economics in Moscow. He has substantial experience as a Corporate Lawyer, dealt both with external and internal legal issues at the company. Before joining BIS in 2022, he worked for one of the top litigation firms in Kyrgyzstan, and later led a team of lawyers in large financial company in Russia.

## 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, Advisory Council, and Parents Association.

## Senior University and Career Counselor & 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 two children who have 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.



## High School Counselor & University 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.

## IB Diploma Programme Administrator & CAS Coordinator



### Ainura Moldaliev

**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.

## Safety, Security and Order Officer



### Igor Churikov

**Mr Igor** graduated from the Frunze Polytechnic Institute as a mechanical engineer. After several years working in manufacturing and designing military arms ammunition, he was hired by the US Embassy as a local security commander. Mr. Igor has more than 23 years of experience in diplomatic security at the US embassy and joined the BIS team in the fall of 2022.

## 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



#### **Albina Kasymova**

**Ms Albina** graduated from Kyrgyz State University named after I. Arabayev with a red diploma in Social and Cultural Service and Tourism. She worked in publishing and tourism for many years. After that, she worked in the UAE for 5 years in the tourism industry as a reservation agent at the Jumeirah hotel. Ms Albina joined BIS in summer 2022.

### Administrative Assistant



#### **Adinai Kanybekova**

**Ms Adinai** has been self-engaged in learning English and drawing since her childhood. Before joining BIS in September 2022, Ms Adinai was working as a Primary Co-Teacher in one of the other international schools in Bishkek.

### Administrative Assistant



#### **Alina Seitalieva**

**Ms Alina** graduated from the Kyrgyz National University, Faculty of Translation and Translation Studies (English language). Her first experience was as a coordinator for the USA Work and Travel program. She has also worked in international anti-corruption projects supported by SOROS Foundation and IFES. In 2021, Ms Alina worked in the NGO sector, in the ALE "Association for the Development of Education in Kyrgyzstan". She joined the BIS team in December 2022.