

# Bishkek International School

## ADMINISTRATION TEAM 2023/24

### 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, setting and administering the Cambridge IGCSE examinations, Coordinating SAT exams, and Extended Essay Coordinator for the IB Diploma Programme. Mr Nurbek joined BIS in September 2020.

## Assistant Registrar



### **Alban Chokushov**

**Mr Alban** graduated from the Kyrgyz State Law Academy, where he studied international law. In 2020, he graduated with a master's degree from the Guizhou National University. He worked in such organizations as the Taiwan Fund for Children and Families, Good Neighbors International in the Kyrgyz Republic, and Fair and Sustainable Development Solutions Public Foundation. He joined the BIS team in March 2023. His responsibilities include all registrations and documents for students studying the national curriculum programme at BIS.

## Finance Director



### **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 an Accountant, becoming Chief Accountant in 2017 and Finance Director in 2023.

## Chief Accountant



### **Madina Akylbekova**

**Ms Madina** graduated from Arabaev Pedagogical University as an English language teacher. She has more than 20 years of work experience at different international companies in both HR and accounting. She is a member of the Accountants and Auditors Union since 2013, and a qualified accountant. Ms Madina joined the BIS team in summer 2023.

## 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. Ms Burmakan is also responsible for running the school bus service in addition to her accounting/cashier duties.

## Accountant / Payroll



### **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 / Inventory



### **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 in companies. 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 & Events Officer



**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, becoming Governance & Events Officer in September 2023.

## 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.

## Facilities Manager



**Ermek Tentimish uulu**

**Mr Ermek** graduated from the Kyrgyz State University of Construction of Transport and Architecture with a degree in teaching vocational training in traffic rules and transportation organization. After graduation, Ermek taught at the Bishkek Automobile and Highway College, later headed the Practice Department and directed the Driving School. In 2012, he began working at BIS in the Security Service. Since 2017, Ermek has been working as the Facilities Manager of BIS and has been working on the development and construction of school buildings and structures.

## 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.

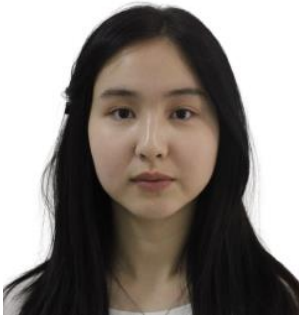
## Senior Receptionist / Admin Assistant



### Albina Kasymova

**Ms Albina** graduated from Kyrgyz State University named after I. Arabayev with a 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 as a reservation agent at the Jumeirah hotel. Ms Albina joined BIS in summer 2022.

## Reception / Admin Assistant



### Medina Azamatova

**Ms Medina** is studying at the Kyrgyz State Law Academy at the Faculty of Advocacy and Justice. She has work experience in a logistics company. In the Zhash Muun project she taught English as a volunteer. She also worked at the School of Social Activism where they conducted trainings and meetings about Human Rights.

## International Staff Onboarding and Support Officer/Admin Assistant



### Meerim Kartabaeva

**Ms Meerim** graduated from the Kyrgyz Economic University, where she studied Tourism and Hospitality Management. Before joining BIS, she worked in the hospitality industry. Ms Meerim has already worked for BIS as an administrative assistant in 2021 and rejoined BIS in 2024.

## Students and Facilities Support Officer



### Aizhan Zhamanakova

**Ms Aizhan** successfully graduated from Gazi University in Ankara, obtaining a degree in International Relations while simultaneously studying International Trade. Additionally, she participated in an exchange program at Vytautas Magnus University in Lithuania as part of her undergraduate studies, through the Erasmus Mundus program. Her professional path encompasses various fields, including work as a product certification specialist, freelance translator, and personal assistant to the Ambassador of Kyrgyzstan in Turkey. Before joining BIS, she also worked as a teacher's assistant at Silk Road International School.

## Students and Facilities Support Officer



### **Nazgul Azhykanova**

**Ms Nazgul** graduated from Naryn State University, Department of Philology, English Language and Literature, specializing in teaching as a foreign language in 2004. She has 11 years of teaching experience at secondary schools, and educational centers, and she was involved in the "English in Villages" project of the University of Central Asia. Then Ms Nazgul worked as a coordinator in the American Base "Manas" in Bishkek. Then in 2014, Ms Nazgul worked in Qatar, Poland and Kuwait in different occupations. She joined BIS on February 29, 2024.