

Bishkek International School

ADMINISTRATION TEAM 2024/25

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.

Admissions Officer



Gulsara Sheraly kyzy

Ms Gulsara graduated from the Law Faculty of Chui University, followed by various experience in the retail sector, including a year in Doha, Qatar. After Qatar, Ms Gulsara worked in the hospitality sector with leading hotel groups in Moscow and Bishkek. Ms Gulsara joined the BIS community in February 2023, initially as a Co-Teacher in Grade 0, and now back in an administrative role as Admissions Officer.

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.

Accreditation Coordinator, ECA & Music Academy Coordinator



Bojana Askovic

Ms Bojana has a Bachelor's Degree in Psychology and Masters Degree in Marketing and Public Relations from the University of Belgrade. She is also a qualified physiotherapist. Ms Bojana founded a local youth NGO in Serbia and she has worked as Head of the Department for Education in local municipality in Serbia organizing educational, cultural and sports programs. Ms Bojana joined BIS in August 2019 and is responsible for administration of the overall Extra Curricula Activities (ECA) program and Music Academy, and Accreditation Coordinator for both NEASC and IB accreditation.

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 Akyzbekova

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 Alatau 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



Aziza Kalygulova

Ms Aziza graduated from I. Arbaev 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.

Security & Safety 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.

Social Media Manager



Bolotbek Begalidinov

Mr Bolotbek graduated from Kyrgyz German Technical Institute with a Bachelor's Degree in Mechanical Engineering. Mr. Bolotbek has extensive volunteering experience in environmental projects and in organizing festivals. He worked as an English teacher in educational centers in Bishkek, then moved to Vietnam to teach ICT and English for a one year. He has also worked in the NGO sector, in UNFPA and ecological movement BIOM as a project assistant. Mr Bolotbek joined BIS in 2024. His responsibilities includes managing the school's social media and website.

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



Zhanara Nurlanova

Ms Zhanara graduated from the Kyrgyz State Technical University, Kyrgyz-German Faculty, with a degree in "Informatics in Healthcare." She was a recipient of the Erasmus Mundus scholarship, which allowed her to study in Norway and Spain. Her first work experience was in the International Relations Department at the KSTU, where she served as a lead specialist in international projects. Ms Zhanara also worked as an English and German language instructor. She joined the BIS team in September 2024.

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



Gulzana Katkeldieva

Ms Gulzana graduated from the Kyrgyz National University named after J. Balasagyn with a Degree in International Relations, then she graduated from the Kyrgyz-Russian Slavic University with a Degree in Economics. She completed language courses in France for 1 year. She worked in such organizations as "Demir Kyrgyz International Bank", "Taiwan Fund for Children and Families". She joined the BIS team in October 2024.

Admin assistant / Students and Facilities Support Officer



Nurzhan Karybekova

Ms Nurzhan joined the BIS team in January 2020 as a trainee in the kitchen. Due to her hard work ethic, she was offered a permanent position. Miss Nurzhan worked in the kitchen for three years, holding various positions and demonstrating a high level of responsibility and skills. Subsequently, in search of new challenges, she decided to change her position and is currently working as an administrative assistant. Miss Nurzhan also has a variety of hobbies, including playing the piano and psychology, to which she plans to devote her future.