

Bishkek International School

ADMINISTRATION TEAM 2025/26

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 hospitably sector with leading hotel groups in Moscow and Bishkek. Ms Gulsara joined the BIS community in February 2023..

Registrar



Nurbek Chagataev

Mr. Nurbek graduated from the Cyprus International University with a degree in International Relations. He also holds a Masters degree in Economics from the Diplomatic Academy of Kyrgyz Republic. Mr. Nurbek joined BIS in September 2020, became Assistant Principal for the High School in 2024 and Principal in 2025. Mr Nurbek is also school Registrar, Cambridge IGCSE examination officer, and Extended Essay Coordinator for the IB Diploma Programme.

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 has worked in 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.

Assistant Registrar



Aijarkyn Jumashaeva

Ms. Aijarkyn joined BIS in 2025 after nine years abroad, gaining diverse professional experience. She previously worked as an Executive Assistant at McKinsey & Company and as a Content Moderator at Conectys in Poland. She also developed skills in tourism and hospitality as a receptionist and guest relations agent in Antalya, Turkey.

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.

Community Liaison Officer



Taalaigul Zhunusova

Ms. Zhunusova graduated from the International University of Kyrgyzstan with a degree in Linguistics and Intercultural Communications and has over ten years of experience in international education. She began as a volunteer with a charitable foundation, gaining bilingual skills and supporting preschool operations. At Hope Academy of Bishkek, she worked as an Elementary Teacher, developing her teaching philosophy and advocating for student growth. As Elementary Principal, she connected stakeholders and led initiatives to support students holistically. In August 2025, she joined BIS as Community Liaison Officer, committed to fostering safe and inclusive learning environments.

Community Projects Officer



Saikal Amanova

Ms. Saikal is a recent BIS graduate currently taking a gap year to gain additional experience and prepare for her future university studies in Healthcare Management. During her time at BIS, she earned the Class of 2025 Leadership Distinction, which she believes played a key role in her recruitment by BIS. She is highly motivated and committed to helping the BIS community make a positive and meaningful contribution to the development of the Kyrgyz Republic.

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



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 and became Chief Accountant in 2025.

Accountant / School Bus Coordinator



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 duties.

Accountant / Payroll



Bermet Abdykul kyzy

Ms. Bernmet brings a wealth of international and local experience to her role at BIS. A graduate of the International University Ataturk Alatoo with a degree in World Economics, she began her academic journey overseas, completing high school at Siegal High School in Tennessee, USA. Over the past 12 years, she has built a strong career in accounting, working with leading organizations such as Hyatt Regency Bishkek, Orion Business Center, and the Public Foundation Common Cause on a USAID-funded project. Bernmet joined the BIS team in the summer 2021.

Accountant / Cashier



Zamira Kurmanalieva

Ms. Zamira successfully graduated from Bishkek state institute of economy and commerce, Faculty of economy. She worked in a different field as an accountant for more than 13 years in a few companies in Bishkek. Miss Zamira joined the BIS team in spring 2025.

People and Resource Operations Officer



Meerim Talipova

Ms. Meerim graduated from the American University of Central Asia in 2015 with a degree in Sociology. After graduation, she worked on various international economic growth projects, contributing to trade facilitation, regulatory reforms, and market development initiatives. With a background in grants management and procurement, she has a keen understanding of compliance, contract negotiations, and vendor management. Her diverse experience in both the private and development sectors enables her to drive efficiency and transparency in procurement operations. Ms Meerim joined the BIS team in 2025.

Procurement and Logistics Assistant



Eliza Dzhunusova

Ms. Eliza holds a Bachelor's degree in Logistics and has recently completed her Master's degree in Strategic Management of Renewable Energy and Energy Efficiency. She has experience in renewable energy research and consulting, including an internship at Eclareon GmbH (Berlin), where she worked on projects related to renewable energy development in Central Asia. Ms. Eliza is a recipient of international academic scholarships in the field of renewable energy. She joined BIS team in January 2026.

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 a 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 Duisheeva

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 for Recruitment and Wellbeing



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.

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.

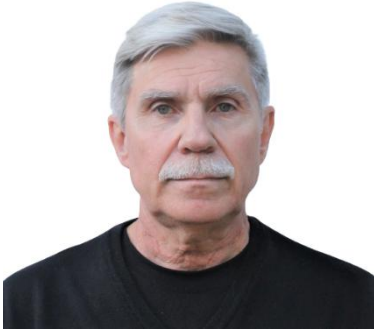
Facilities Manager



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 facilities.

Security 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.

Office Operations Coordinator, Houses Coordinator



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.

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 joined the BIS team in 2021.

Reception / Admin Assistant



Madina Matieva

Ms. Madina graduated with a Bachelor's degree from the International University of Central Asia. During her studies, she also participated in an academic exchange program in Norway, where she studied pedagogy at NLA University College. Her international education experience has strengthened her passion for working with students in diverse and multicultural environments. She is eager to apply her skills, enthusiasm, and global perspective in an educational setting. Ms Madina joined the BIS team in 2025.

Admin Assistant / School Bus Coordinator Assistant



Aijan Temirkanova

Ms. Aijan studied her Master's degree in International Economics and Business at the University of Passau, Germany, as a DAAD scholarship holder, and a Bachelor's degree in Business Administration at Kyrgyz National University. She has worked with international organizations such as the World Bank, Allianz Technology, and the EU Delegation, gaining strong skills in organization, communication, and cross-cultural collaboration. Aijan is passionate about creating a positive and supportive school environment, she joined BIS team in October 2025.

Student Support Officer



Cholpon Sarmanbetova

Ms. Cholpon graduated from Kyrgyz Pedagogical University in Bishkek in 2004. Her major is English Language and Literature. She has over 9 years of experience in educational sphere, worked as an English teacher at Kyrgyz National University in Bishkek, school-gymnasiums in Tokmok and Karakol, and also worked as a programme assistant at Taiwan Fund for Children and Families. Ms Cholpon joined the BIS team in January 2025.

Student 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. Nurzhan worked in the kitchen for three years, holding various positions and became a Student Support Officer in 2025. Nurzhan has a variety of hobbies, including playing the piano and psychology, to which she plans to devote her future.

Student Support Officer



Tolgonai Kalieva

Ms. Tolgonai graduated from Kyrgyz-Russian Slavic University with a Bachelor's degree in Intercultural Communication. She has experience teaching English to students of all ages and proficiency levels, as well as teaching Russian as a Second Language to foreign learners. She has also worked abroad, gaining valuable international experience. Ms. Tolgonai joined the BIS team in autumn 2025.