

Bishkek International School

ADMINISTRATION TEAM 2018/19

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



Aida Tokhtaeva

Ms Aida graduated from International University of Kyrgyzstan, where she studied translation and translation studies. Prior to joining BIS in summer 2017 as Admissions Officer, she had experience working in international institutions. Ms Aida speaks Russian, Kyrgyz, English and Turkish languages

Policies and Records Administrator



Symbat Berdimamatova

Ms Symbat graduated from Kyrgyz-Russian Slavic University where she studied International Relations. Ms Symbat is the Policies and Records Administrator at BIS and her position covers administration of all school policies and student records, management of class schedules, staff duty roster and administration of Cambridge IGCSE examinations. Ms Symbat joined BIS in 2016.

Logistics Administrator



Aigerim Tilekeeva

Ms Aigerim has a Bachelor degree in International Law with Honours from Kyrgyz State Law Academy. Ms Aigerim has administrative experience in international organizations. Her role in BIS includes working with parents, students, staff and bus drivers to organize the School Bus Service, as well as issuing Car Passes for those arriving at school by car. Ms Aigerim has worked at BIS since summer 2017.

Chief Accountant



Ermek Alybekova

Ms Ermek graduated from Bishkek Academy of Finance and Economics where she studied accounting, analysis and audit. She worked in accounting roles in major companies in Bishkek before joining BIS in early 2015.

Account Assistant/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.

Inventory Accountant



Makhabat Duishonbek kyzy

Ms Makhabat graduated with a degree in Economics from Naryn State University. She also graduated from the Kyrgyz National University where she studied Engineering. Makhabat has experience working in accounting roles in several private companies in Kyrgyzstan before joining BIS in summer 2018.

Lawyer / HR Officer



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 Masters degree in Business Administration in South Korea.

School Doctor



Asel Turusbaeva

Dr Asel is the 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, Dr Asel worked as pediatrician in Family Medical Center No. 6, and has previous experience as an emergency doctor with the ambulance service, before joining BIS in 2015.

Reception / Admin Assistant



Nazgul Azimova

Ms Nazgul joined BIS in summer 2018. She has a Bachelor degree in Finance and Banking from the International Ata-Turk AlaToo University. Her previous experience includes working in Good Neighbors NGO.