

# Bishkek International School

## ADMINISTRATION TEAM 2019/20

### 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.

### 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 / 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 gaining 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.

## 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, administration of Cambridge IGCSE examinations, and Kyrgyz National State Exams. Ms Symbat joined BIS in 2016.

## Logistics & Procurement Officer

### 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.

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

## Receptionist

### Aikanysh Turdubaeva



**Ms Aikanysh** joined BIS in summer 2019. She has a Bachelor degree in Finance from the Russian State Social University. Her previous work experience includes working in the Chinese Telecommunication Company "Huawei".

## 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 Masters degree in Business Administration in South Korea.

## 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.