

CURRICULUM VITAE
MR. SIR EL-KAHTIM ABDUL RAHIM TOTO

Demographic Data:

Name : Sir El-Khatim Abdul Rahim ToTo
Nationality : Sudanese
Religion : Muslim
Marital Status: Married (6 children)
Occupation: Deputy Dean, Deanship of Distance Learning, SUST.
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Sudan.
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Academic Qualification:

1. Master in Peace Studies
2. Master in Voluntary Work Management
3. Post-Graduate Diploma in Business Administration
4. Post-Graduate Diploma in Translation
5. LL.B
6. B.Sc in Secretarial Science
7. Diploma in Business Studies (Secretarial).
8. Diploma in Business Studies.

Professional Qualification:

1. Fellow, (F.C.I.B.A), U.K
2. Fellow, (FSBP), U.K.
3. Associate Member, (AIQPS), U.K
4. Associate Member, (AIPM), U.K
5. Associate Member, (ACEA), U.K
6. Associate Member, (Corporate Secretary – FSA), U.K

Teaching Experience:

- 1. Sudan University of Science & Technology (SUST):**

- a. **College of Higher Studies:** Teaching the following MBA courses: Effective Business Communication, and Contemporary Public Relations.
 - b. **College of Business Studies:** Teaching the following courses: - Company Secretarial Practice, Human Resources Management, Effective Business Communication.
 - c. **College of Technology (Diploma programs):** Teaching the following courses: Principles of Management, and Business Communication.
2. Omdurman Ahlia University, Faculty of Economics & Business Administration. Part-time job (Currently): Teaching the following subjects: Company Secretarial practice and previously; Law of Meetings, Effective Business Communication, and English Shorthand.
 3. Africa College University – Part-time job (previously). Teaching the following courses: Public Relations, Company Secretarial Practice, Law of Meetings.
 4. Al Milaik College – Part-time job (previously). Teaching the following courses: Translation, Company Secretarial Practice and Management.
 5. Khartoum Polytechnic – Full-time (previously). Teaching the following courses: English Shorthand, and English Typing.
 6. College of Science and Technology, Medical Secretarial Program: Teaching the following courses: Management, Medical Secretarial Science, and Business Communication.

SUST Administrative Assignments:

1. Deputy Dean, Deanship of Distance Education. (Current)
2. Head, Examination Department, Deanship of Distance Education.
3. Acting Dean, College of Business Studies. (for a short temporary period).
4. Head, Secretarial Department, College of Business Studies. (3 sessions).

5. Acting Director, Peace Center. (for a short temporary period).

Membership of SUST Academic Committees: (Current)

1. Member, University Senate.
2. Member of Deanship of Distance Education Council.
3. Member of Consultancy Council, Center for Strategic & Futuristic Studies.
4. Member of Secretarial Department Council, College of Business Studies.

Membership of SUST Academic Committees: (Previously)

1. Member of College of Business Studies Council. (3 consecutive sessions – 6 years).
2. Head of Secretarial Department Council, College of Business Studies. (3 consecutive sessions – 6 years).
3. Member of Academic Committee Council, SUST Academic Affairs.
4. Member of Academic Committee, Peace Center.

Membership of SUST Non-Academic Committees:

1. Head of Training Consultancy, SUST.
2. Member of Non-Teaching Staff Training Committee.
3. Member of Formation Committee, Strategic & Futuristic Studies.
4. Member of Libraries Deanship Committee – (Representative for College of Business Studies).
5. Head of Scientific Research Week Committee, College of Business Studies.
6. Member of Recruiting & Interview Panel for selection of teaching staff, College of Business Studies.
7. Member of Recruiting & Interview Panel for selection of secretaries, SUST Personnel Department.
8. Member of Week Culture Committee, College of Business Studies.
9. Member of Graduation Committee, College of Business Studies.

Supervision of Student's Research:

- Supervising graduates researches since 1998 to date.

Participations in Regional Conferences:

1. Stenographer, ECARBICA Conference, (for discussion of archives issue in Africa), Khartoum, 1978.
2. Stenographer, OAU (Organization of African Union) Summit, Khartoum, 1978.
3. Secretary, Arab Integration Conference, Faculty of Economics, University of Khartoum, 1977.

Administrative Training Experience: (Part-time)

1. Board Member, Khartoum State Transport Company Training Center.
2. General Manager, Al Salam Center for H.R Development.
3. Member of Technical Training Committee, Training Center, Sudan Academy for Finance & Banking Science.
4. Member of Advisory Council, States Training Department, National Training Council, Ministry of Human Resources Development.
5. Director of Training Program, Pioneers Training, Marketing & Services Company.

Peace Training Courses (as a participant):

1. Conflict Resolution Course, Higher Commissioner Office, UN, Khartoum.
2. National Peace & Peace Culture, Institute of Conflict Resolution, USA, in collaboration with Peace Center, Sudan University of Science & Technology.

Contribution Toward the Society:

National Activities:

1. Member, Peace Transitional Council for South Kordofan State.
2. Member, Consultancy & Advisory Council, Darfur Transitional Authority.
3. Peace & Capacity Building Consultant, Darfur Transitional Authority.
4. Member, Wisdoms Council, South Kordofan State.
5. Member, Strategic Planning Committee, South Kordofan Gov. Secretariat.
6. Member of Higher Committee, Social Peace Initiative in Darfur.

7. Head of Higher Committee, National Solidarity Peace Project in South Kordofan State.

T.V Interviews in Peace, Social and Political Issues:

Interviews conducted with the following T.V channels:

- Sudan T.V
- Al-Shorooq T.V
- Al Khartoum T.V
- Blue Nile T.V
- Taiba T.V
- South Kordofan State T.V
- Sinar State T.V

Radio Interviews in Peace, Social, Economic and Political Issues:

1. Omdurman Radio
2. Khartoum State Radio
3. Al Iqtisadia Radio
4. Al Masa Radio
5. South Kordofan State Radio
6. Al Salam Radio

Press Interviews in Peace, Social, Economic and Political Issues:

Interviews conducted with the following newspapers:

1. Al Khartoum Newspaper
2. Al Rai Al Aam Newspaper
3. Akhir Lahtha Newspaper
4. Al Sudani Newspaper
5. Al Iqtisadia Newspaper
6. Akhbar Al Youm Newspaper
7. Al Ayam Newspaper
8. Al Sahafa Newspaper
9. Al Quwat Al Mosalaha Newspaper
10. Al Intibaha Newspaper

Training Experience:

I have designed and conducted (in Arabic & English) more than 300 training courses to both private and public sectors in the following major areas:

- Management
- Strategic Planning & Decision making
- Production Management
- Human Resources Management
- Marketing
- Effective Business Communication
- Report Writing
- Etiquette
- Warehouse Management
- Purchasing & Supply
- Office Management & Secretarial Practice
- Women Empowerment
- Peace Culture & Peace Building
- Negotiation
- Conflict Management
- Report Writing
- Filing
- Self Development
- Strategic Problem Analysis
- .. etc

Government & Business Institutions trained:

- The Republican Presidency
- Federal Ministry of Finance
- Federal Ministry of Social Affairs
- Federal Ministry of Youth & Sports
- Ministry of Industry
- Sudan Central Bank
- Faisal Islamic Bank
- Most of the Commercial Banks in Khartoum & States.
- .. etc.

Papers Presented in Forums & Seminars:

I presented a number of papers in the following:

1. Al-Shariqa Hall: On Darfur Conflict. (Paper).
2. Al-Shaheed Al-Zubair Conference Hall: on Darfur Conflict. (Paper).
3. Diplomatic Club: On Darfur Conflict. (Paper).
4. Al Askila Hall: on National Solidarity Project. (Paper).
5. Future Studies Center: on the future prospect of Sudanese Ugandian relations. (Commentator)
6. Akhir Lahza Newspaper Symposium: on the International World Economy Crisis and its impact on Sudan. (Commentator)
7. Political Parties Women Forum: on the Role of Political Parties in Development. (Paper)
8. Al Shaheed Conference Hall (Abyee Youth Forum): on the Role of Youth in Development. (Paper).
9. Culture Week (SUST): on the social impact of the separation of South Sudan. (Paper).
10. Friendship Hall: on the role of Islamic ethics and values in the future of Africa. (Paper).
11. Khartoum Officers Club: on the DDR. (Paper).
12. Friendship Hall: on the role of peace culture in maintaing social and religious solidarity and peace. (Paper).
13. Mohamed Bashir Center for Sudanese Studies: on the role of peace culture in building peace in Darfur. (Paper).
14. Conflict Resolution & Peace Building Center (Tanzania): Khartoum Forum: on peace agreements experience in Africa with reference to Nuba Mountains Protocol. (Paper).
15. Scientific paper under name Islamic Ethics and values: A key Tool for the future of Africa.