

## ANTHONY OKANG'O WESONGA

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### EXECUTIVE PROFILE

Senior Administrator and General Manager with over 5 years of progressive leadership experience in healthcare operations, corporate administration, procurement, finance, and multi-branch management. Proven record of driving operational efficiency, strengthening governance, optimizing costs, leading cross-functional teams, and ensuring regulatory compliance. Strong strategic thinker with hands-on execution capability in fast-paced, growth-oriented environments.

### EXECUTIVE CORE COMPETENCIES

- ❖ Strategic and Operational Leadership
- ❖ Healthcare Administration and Compliance
- ❖ Financial Management, Budgeting and Controls
- ❖ Procurement, Vendor and Contract Management
- ❖ Multi-Branch Operations Oversight
- ❖ Human Resource Leadership and Performance Management
- ❖ Corporate Governance and Risk Management
- ❖ Process Improvement and Digital Transformation
- ❖ Stakeholder and Board Engagement
- ❖ Asset and Facilities Management

### PROFESSIONAL EXPERIENCE

#### General Manager

*Elephant Dental Limited – Nairobi, Kenya*

*July 2025 – Present*

#### *Duties and responsibilities*

- i. Provide strategic and operational leadership for a multi-branch dental healthcare organization.
- ii. Translate Board and shareholder directives into executable business plans and measurable KPIs.
- iii. Oversee organization wide operations, ensuring consistency in clinical, administrative, and service standards.
- iv. Lead annual budgeting, financial performance monitoring, cost control, and investment approvals.
- v. Drive revenue growth, operational efficiency, and service quality across all branches.
- vi. Oversee senior leadership teams, including branch directors and departmental heads.
- vii. Ensure compliance with healthcare regulations, licensing, labor laws, and internal policies.
- viii. Lead risk management across clinical, operational, financial, and reputational domains.
- ix. Strengthen relationships with regulators, insurers, suppliers, and strategic partners.
- x. Champion technology adoption, automation, data driven reporting, and process optimization.
- xi. Represent the organization in high level negotiations, stakeholder meetings, and public forums.

Key Accountability: Overall organizational performance, sustainability, governance, and brand reputation.

#### Administrator

*Elephant Dental Limited – Nairobi, Kenya*

*June 2022 – July 2025*

#### *Duties and responsibilities*

- i. Streamlined office administration workflows, improving efficiency and policy compliance.
- ii. Developed, reviewed, and enforced administrative SOPs and internal controls.
- iii. Digitized records and implemented document management systems, reducing retrieval time
- iv. Managed procurement processes including tendering, bid analysis, vendor evaluation, and contract negotiation.

- v. Negotiated supplier agreements, reducing outsourced service costs.
- vi. Implemented structured asset management systems, including registers and periodic audits.
- vii. Conducted monthly reconciliations and supported financial reporting accuracy.
- viii. Coordinated executive calendars, travel, meetings, and official correspondence.
- ix. Supervised office facilities, maintenance services, and service quality checks.
- x. Prepared management reports, meeting minutes, and operational summaries.

#### **Assistant Administrator**

*Elephant Dental Limited – Nairobi, Kenya*

*January 2021 – May 2022*

#### *Duties and responsibilities*

- i. Supported daily administrative, finance, and procurement operations.
- ii. Assisted in vendor coordination, logistics planning, and records management.
- iii. Contributed to improved departmental efficiency and operational support.

#### **EDUCATION**

Bachelor of Actuarial Science (Second Class Honors – Upper Division)

*Kisii University – Kisii, Kenya*

*2016 – 2020*

#### **TECHNICAL & PROFESSIONAL SKILLS**

- i. Financial Analysis, Budgeting & Reconciliation
- ii. Procurement & Supply Chain Management
- iii. Office & Facilities Management
- iv. Process Documentation & Continuous Improvement
- v. Systems & Tools: Microsoft Office Suite, Python, JavaScript, HTML, PHP, SPSS, R, STATA

**Languages:** English (Fluent), Kiswahili (Fluent)

#### **VOLUNTEER EXPERIENCE**

##### **Data Analyst Volunteer**

*Kisii University – Counseling Department & Career Office*

*June 2018 – November 2020*

#### *Duties and responsibilities*

- i. Analyzed institutional data to identify trends and support service improvement.
- ii. Prepared analytical reports for decision-making and program optimization.

#### **REFERENCES**

1. Mrs.Sharon Okwako Nyarotso  
Human Resource Manager,  
Elephant Dental Limited  
Phone:0701022470
2. Mr.Benson Macharia,  
Training Manager  
Elephant Dental Limited  
Phone:0702546879
3. Verine Okello  
Underwriter, Trident Insurance.  
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