Ms. Saroj S Dikhale holds a Bachelor's Degree in Arts, a Master's Degree in Economics from Mumbai University and a Postgraduate Diploma in Advanced Marketing from the International Institute of Indian Advanced Marketing (IIAM). She is a certified Fellow of Advanced Marketing through this course. Ms. Dikhale has also successfully completed the LLB course.

She joined LIC as a Direct Recruit Officer of 12th Batch in 1983. She successfully led the Division of Goa for four years from 2001 – 2005. On promotion to Zonal Manager's cadre in 2005, she was deputed to the National Insurance Academy as a Trainer. She successfully completed the Direct Training Skills Course (DTS), Design of Training (DOT) and Management of Training (MOT) courses conducted by the Government of India's Training Institute, Yashada at Pune.

She has co-authored the book "Tryst with Trust". She has attended several training programmes at ISB – Hyderabad, ASCI – Hyderabad, XLRI – Jamshedpur, MDI – Gurgaon and represented India in the Global Insurance Conference at Taiwan as the sole Indian participant at the Conference and at China, organized by Asia Insurance Review.

As Chief of Micro Insurance Department, she has acquired experience of liaisioning and networking with organizations working for the marginalized sections of society.

She held the position of Executive Director CRM for a year and was the Grievance Redressal Officer of LIC. Currently she is the Executive Director (RTI/NPRJ)/CPIO. She is also the Transparency Officer of the Corporation and is appointed as the Liaison Officer of the Womens Cell constituted as suggested by National Commission for Women.

She has keen interest in socializing, striving to protect and uplift the lives of poor and needy.