

Rohan Ojha



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rohan4031999@gmail.com

Education

Institute of Company Secretary of India
Company Secretary - Executive passed and
AIR 24 in Foundation

The Bhawanipur Education Society College 2018-2021
Bachelor of Commerce
CGPA - 7.712

Shree Ram Narayan Singh Memorial High School 2018
ISC
Score - 91%

Skills

Communication: Active Listening,
Persuasive Speaking, Non-Verbal
Communication

Problem-Solving Skills: Conflict
Resolution, Adaptability, Critical
Thinking, Decision Making. Time
Management

Technical Skills: CRM Software,
Proficiency in Microsoft Office

Analytical & Business Skills: Customer
needs analysis, Market research and
competitor analysis, Upselling and
cross-selling strategies, Data-driven
decision-making



Objective

A dedicated professional with over two and a half years of experience in customer relationship management, insurance advising, and issue resolution. Seeking to leverage my expertise in client engagement and problem-solving to drive client satisfaction and business growth in a dynamic organization.



Experience

Ditto by Finshots (Tacterial Consulting Pvt Ltd)

Insurance Advisor

AUGUST 2024 - March 2025

Provided personalized insurance solutions to clients by assessing their financial needs and risk factors.
Built and nurtured strong client relationships through regular follow-ups and personalized support.

Sun Knowledge Pvt Ltd

Medical Billing/Insurance Verification
Specialist

FEBRUARY 2023 - MAY 2024

Maintain detailed records of all insurance verification activities.
Address and resolve issues related to insurance denials or rejections.
Liaise with healthcare providers, patients, and insurance companies to clarify coverage details.

Concentrix Daksh India Services Pvt Ltd

Operations/Advisor

APRIL 2022 - FEBRUARY 2023

Provide accurate and timely information to customers regarding products, services, and policies.

Accurately document all customer interactions, including inquiries, complaints, and resolutions, in the CRM system.
Work closely with team members and supervisors to ensure a cohesive and effective support environment.

Guiltfree Industries Limited - RPSG Group

CS and Legal Intern

08/07/2025 - Present

- Corporate Law and Secretarial Compliance
- Legal Drafting and Contract Review
- MCA Filings and Regulatory Compliance
- Corporate Governance
- Legal Research and Due Diligence
- Documentation and Record Management