



UDAY PRATAP

Mobile: 9264956210 | Email: uday21205@gmail.com

Linkedin

» PROFILE

Administrative assistant with exceptional proficiency in MS Office tools, including spreadsheet management, report generation, and presentation preparation. Dedicated to streamlining processes and supporting team productivity.

» CONTACT

DOB: 20th Jan, 2004

Current Address:

D327 Kalindi Vihar, Agra,
Uttar Pradesh, 282006

Permanent Address:

D327 Kalindi Vihar, Agra,
Uttar Pradesh, 282006

» HOBBIES

Comuter work,Listening
music

» SKILLS

MS Office Work, AI powered
App development

» EDUCATION

Sr. No.	School/College	Year of Passing out	Board	Percentage
1.	ITI	2023	NCVT	83.6
2.	12th	2020	UP Board	69.4
3.	10th	2018	UP Board	82.5

» CERTIFICATIONS

SKILL SAKSHAM (5 Months)

November 2024-April 2025

Skills Learnt: Employability Skills, Technical Skills , Power BI and Copilot
Studio