Consultant Bio Data Profile

A capability profile for independent professionals and project based assignments

CONSULTANT NAME [Full professional name]	**SPECIALISM** [Primary field of expertise]
PROFESSIONAL EMAIL [Email address]	**PHONE** [Telephone number]
LOCATION AND TIME ZONE [City and time zone]	**WEBSITE OR PORTFOLIO** [Optional professional link]

Professional summary

CAPABILITY STATEMENT [Summarize your expertise and the assignments you support]

Selected assignments

Client or sector and dates	Scope contribution and result
[Enter details]	[Type here]
[Enter details]	[Type here]

Qualifications and credentials

Qualification or registration	Institution or body	Year
[Enter details]	[Type here]	[Type here]
[Enter details]	[Type here]	[Type here]

Engagement details

SERVICES OFFERED [Specific services or deliverables]	**WORKING ARRANGEMENTS** [Remote onsite or travel availability]
LANGUAGES [Languages and proficiency]	**AVAILABLE FROM** [Date or notice period]

Professional reference

REFEREE NAME AND ROLE [Contact only with prior permission]	**REFEREE CONTACT** [Professional email or phone]

Use client names and assignment details only where disclosure is permitted. Replace the prompts with verifiable information.