

# BONOKUHLE ZAMASHENGE GONGO

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## PROFESSIONAL SUMMARY

A motivated and detail-oriented law graduate with experience in labour relations support, legal research and administration. Possesses knowledge of South African labour legislation, strong communication skills and the ability to handle confidential information. Eager to apply legal knowledge and develop practical skills in an entry-level Junior Labour Law Advisor position.

## WORK EXPERIENCE

### Volunteer Labour Relations Assistant

September 2024 – July 2025

Professional Transport and Allied Workers' Union of South Africa

- Assisted with labour relations matters, including workplace grievances and employee queries.
- Supported the preparation, organisation and maintenance of labour-related documents and employee records.
- Conducted basic research on South African labour legislation, including the Labour Relations Act 66 of 1995.
- Assisted with administrative preparations for disciplinary hearings, grievance procedures and labour disputes.
- Provided administrative support with correspondence, record-keeping and communication between employees and relevant representatives.

## EDUCATION

### Bachelor of Arts in( Philosophy,Politics & Law)

University of Fort Hare  
2025 • Majors: Philosophy & Law

### National Senior Certificate

Lefa-Ifa Secondary School  
2021 • Bachelor pass

## SKILLS

- Computer Literacy (MS Office)
- Written and Verbal Communication
- Knowledge of Labour Legislation and Labour Relations
- Legal Research & Document Preparation
- Grievance Handling and Dispute Resolution Support
- Confidential Record-Keeping & Attention to Detail

## REFERENCES

Available upon request.